

Christmas cookie baking planner

olivi

For: exchange / gift boxes / home Boxes or guests: _____ Dozens needed: _____

	COOKIE	FREEZER DOUGH, KEEPER OR LAST-MINUTE	DOZENS	DOUGH DAY / BAKE DAY / DECORATE OR FINISH
1				
2				
3				
4				
5				
6				
7				

COOKIE EXCHANGE MATH

_____ participants × _____ cookies each, per variety = _____
÷ 12 = _____ dozen + 1 dozen for tasting = _____ **dozen**

GIFT BOX MATH

_____ boxes × _____ cookies per box = _____
÷ 12 = _____ dozen + home and Santa plate = _____ **dozen**

SESSIONS

- ☐ **Planning** Date: _____ Lineup, recipes, invitations:

- ☐ **Shopping** Date: _____ One bulk trip

- ☐ **Dough day** Date: _____ Doughs to freeze:

- ☐ **Thaw, chill** Date: _____ Dough to the fridge:

- ☐ **Bake day** Date: _____ Oven order (low to high):

- ☐ **Decorate** Date: _____

- ☐ **Pack, mail** Date: _____ Mail by:

- ☐ **Swap, deliver** Date: _____

SHOPPING LIST BY AISLE

FLOUR AND SUGARS

BUTTER, EGGS, DAIRY

CHOCOLATE, NUTS, DRIED FRUIT

SPICES AND LEAVENERS

DECORATING

PAPER GOODS AND BOXES

OTHER

Example: six cookies, 20 dozen

For: 8 gift boxes and home

Boxes: 8 of 2 dozen

Dozens needed: 16 + 4 at home

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	COOKIE	FREEZER DOUGH, KEEPER OR LAST-MINUTE	DOZENS	DOUGH DAY / BAKE DAY / DECORATE OR FINISH
1	Sugar cookie cutouts 3 cups flour, 2 sticks butter, 1 cup sugar, 1 egg	Freezer dough; iced last	3	Rolled and frozen Dec 6 / baked Dec 12 at 350°F / royal icing Dec 13
2	Gingerbread cutouts 3 cups flour, 1 1/2 sticks butter, 1/2 cup molasses	Freezer dough and keeper	3	Rolled and frozen Dec 6 / baked Dec 12 at 350°F / icing details Dec 13
3	Slice-and-bake shortbread 2 cups flour, 2 sticks butter, 1/2 cup powdered sugar	Freezer dough and keeper	3	Two logs frozen Dec 6 / sliced and baked Dec 12 at 325°F, first in the oven
4	Snickerdoodles 2 3/4 cups flour, 2 sticks butter, 1 1/2 cups sugar	Freezer dough	4	Balls frozen Dec 6 / rolled in cinnamon sugar and baked from frozen Dec 12 at 375°F, last
5	Chocolate crinkles 2 cups flour, 1 cup cocoa, 2 cups sugar, 4 eggs	Last-minute	4	Mixed Dec 11, chilled overnight / baked Dec 12 at 350°F
6	Pecan snowballs (contain nuts) 2 1/4 cups flour, 2 sticks butter, 1 cup pecans	Freezer dough and keeper	3	Balls frozen Dec 6 / baked Dec 12 at 350°F, sugared warm / second coat Dec 13
7	Total: 18 sheet pans, 9 or 10 oven rounds		20	Boxes: 4 of each kind = 24 cookies per box; 32 of each for 8 boxes

COOKIE EXCHANGE MATH

Swapping instead? 8 people × 6 cookies each = 48

÷ 12 = 4 dozen + 1 dozen for tasting = **5 dozen of one kind**

GIFT BOX MATH

8 boxes × 24 cookies = 192, so 16 dozen

+ 4 dozen for home and the Santa plate = **20 dozen**

SESSIONS, DECEMBER 2026

- ☐ **Sun, Nov 22** Six cookies chosen, recipes gathered, spices and cutters checked
- ☐ **Dec 1 to 5** One bulk trip; extra butter into the freezer
- ☐ **Sun, Dec 6** Dough day: cutout doughs frozen flat, shortbread logs, dough balls
- ☐ **Fri, Dec 11** Frozen dough to the fridge; crinkle dough mixed and chilled
- ☐ **Sat, Dec 12** 9:00 shortbread 325°F; 9:40 to noon cutouts, snowballs, crinkles 350°F; 1:15 snickerdoodles 375°F
- ☐ **Sun, Dec 13** Royal icing (meringue powder), dry overnight; snowballs sugared again
- ☐ **Mon, Dec 14** Boxes packed; out-of-town boxes mailed by Tue. USPS Ground Advantage: Dec 17
- ☐ **Sat, Dec 19** Boxes delivered to neighbors and teachers

SHOPPING LIST BY AISLE

FLOUR AND SUGARS

Flour 5 lb (15 cups used), sugar 4 lb, powdered sugar 3 lb, brown sugar 1 lb, molasses

BUTTER, EGGS, DAIRY

Unsalted butter, 3 lb (9 1/2 sticks used); eggs, 1 dozen (8 used)

CHOCOLATE, NUTS, DRIED FRUIT

Unsweetened cocoa, 8 oz; pecans, 4 to 5 oz

SPICES AND LEAVENERS

Ginger, cinnamon, cloves, cream of tartar, baking powder and soda, vanilla

DECORATING

Meringue powder, gel colors, sprinkles

PAPER GOODS AND BOXES

Parchment (2 rolls), plastic wrap, freezer bags, 8 boxes, liners, labels

OTHER

Vegetable oil, 1/2 cup; one shipping box and padding

Christmas cookie cheat sheet

Bake times, how long each cookie keeps, bulk buying for 4, 6 or 8 batches, boxes, mailing and allergens

THE SIX COOKIES AT A GLANCE

COOKIE, BATCH	OVEN, MINUTES	KEEPS, AIRTIGHT	FREEZE	BAKE AT MOST	MAIL IT?
Sugar cookie cutouts about 3 dozen 3-inch, iced	350°F, 8 to 10	1 week, once the icing has set	Dough rolled flat; baked plain or once iced and dry	1 week ahead	Yes, flat, padded
Gingerbread cutouts about 3 dozen	350°F, 9 to 11	2 weeks	Dough or baked	2 weeks ahead	The sturdiest
Slice-and-bake shortbread about 3 dozen	325°F, 14 to 16	2 weeks	Logs, or baked	2 weeks ahead	Yes
Snickerdoodles about 4 dozen	375°F, 9 to 10 +1 to 2 from frozen	About 1 week, soft	Dough balls (bake from frozen), or baked	1 week ahead	Yes
Chocolate crinkles about 4 dozen	350°F, 10 to 12	4 or 5 days, then the white coat fades	Baked; dust again before serving	4 or 5 days ahead	Yes, the coat smudges
Pecan snowballs about 3 dozen, contain nuts	350°F, 12 to 14	2 weeks	Dough balls or baked; roll again after thawing	2 weeks ahead	Hand-deliver

Freezer: cookie dough 3 months, baked cookies 8 to 12 months (University of Illinois Extension). Fridge: plain drop and rolled doughs up to 5 days (King Arthur Baking). Quality windows for sealed cookies, not safety limits. Bake day: 325°F shortbread first, then 350°F from pale to dark (sugar, gingerbread, snowballs, crinkles), 375°F snickerdoodles last.

BULK BUYING FOR 4, 6 OR 8 BATCHES

ITEM	PER BATCH, AVERAGE	4 BATCHES	6 BATCHES (THIS PLAN)	8 BATCHES
All-purpose flour +1 cup to roll	2½ cups	11 cups (3 lb): 5-lb bag	16 cups (4¼ lb): 5-lb bag	21 cups (5½ lb): 5 + 2 lb
Unsalted butter	About 1½ sticks	About 6⅓ sticks: 2 lb	9½ sticks: 3 lb	About 12⅔ sticks: 4 lb
Eggs	About 1⅓	5 or 6: 1 dozen	8: 1 dozen	About 11: an 18-pack
Granulated sugar with coatings	About ¾ cup	About 3¼ cups: 2-lb bag	4¾ cups: 4-lb bag	About 6⅓ cups: 4-lb bag
Powdered sugar +4 cups icing	A generous ½ cup	About 6⅓ cups: 2 lb	7½ cups: 3 lb	About 8⅓ cups: 3 lb
Sheet pans, 2 per round	3	12 pans, 6 or 7 rounds	18 pans, 9 or 10 rounds	24 pans, 12 or 13 rounds
Cookies	About 3⅓ dozen	About 13 dozen	About 20 dozen	About 27 dozen

The 6-batch column is this plan’s real total. The 4- and 8-batch columns scale the average of its six recipes and round up to store sizes, with a margin for a batch that goes wrong; your own recipes will differ. King Arthur Baking weights: 120 g per cup of flour, 198 g granulated sugar, 113 g powdered sugar, 113 g per stick of butter. A 5-lb bag of flour holds about 18 cups.

BOXES, SWAPS, STORING

- Gift box:** a medium box holds about 2 dozen in two layers, 4 of each of 6 kinds. Boxes × cookies per box ÷ 12 = dozens: 8 boxes = 16 dozen, plus 4 for home and the Santa plate.
- Cookie exchange:** guests (you included) × cookies each takes per kind ÷ 12, plus 1 dozen for a tasting table. Each baker brings: 6 guests taking 6, **4 dozen**; 8 guests, **5 dozen**; 10 guests, **6 dozen**; 12 guests taking 4, **5 dozen**; 20 at the office taking 2, **3½ dozen**, no tasting table.
- Storing:** cool completely before a lid goes on. Crisp and soft cookies in separate tins. Iced cookies in single layers with parchment; freeze them only once the icing is dry, and thaw them in the closed box.
- Raw dough:** no tasting, for kids either (FDA, CDC): raw flour can carry E. coli, raw eggs Salmonella. Royal icing made with meringue powder needs no raw egg whites. Cream cheese fillings and frostings go in the fridge.

MAILING IN 2026 (USPS)

- Recommended send-by dates for delivery before Dec 25 in the contiguous US; recommendations, not guarantees.
- Thu, Dec 17**
Ground Advantage,
First-Class Mail

Fri, Dec 18
Priority Mail

Sat, Dec 19
Priority Mail Express

Mail on the Monday or Tuesday so the box skips a weekend in a sorting center. Sturdy cookies, in pairs back to back, short stacks wrapped, a tin packed tight, a padded box that does not rattle.

ALLERGEN LABELS, RECIPES AS WRITTEN

COOKIE	WHEAT	MILK	EGG	NUTS
Sugar cutouts, iced	•	•	•	
Gingerbread	•	•	•	
Shortbread	•	•		
Snickerdoodles	•	•	•	
Chocolate crinkles	•		•	
Pecan snowballs	•	•		•

Royal icing on any cookie adds egg (meringue powder). Check the labels on chocolate, sprinkles and colors. Bake the snowballs after the others.