

Holiday Gift Giving Chart

1. Make the necessary copies that you need of this chart (DO NOT exceed 3 pages—there are 10 names per chart and 3x10 = 30 people---that's a HUGE shopping list).
2. After you have completed your list of Gift Recipients, write their name on this chart.
3. Write the type of giving you will be purchasing (i.e. shirt, book, CD).
4. Then write an alternate gift you will purchase **ONLY** if the first choice is unavailable.
5. The notes section is for special comments (i.e. size, favorite CD, favorite author)

Gift Recipient Name	Type of gift	Cost		Alternate gift	Cost	Notes
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
	Grand Total			Grand Total		

****Grand Total is not to EXCEED budgeted amount****