ADMIN ARCADE

HOLIDAY GIFT PLANNER

ADMINARCADE.COM
Life admin for people who hate it

Four stations, one sheet of **everyone you're buying for, what they're getting, and when to order it.** The hard-to-shop-for people go first. Check off each station you finish for a ticket.

TOTAL BUDGET
One number for everyone this season
_____

GIVING GIFTS ON
The party, or the 25th
_____

MY ORDER-BY RULE
Count back from the day you give it
Order _____ days before I give it

#	STATION	WHAT IT COVERS	DONE ON	DONE
1	**LIST EVERYONE** And set the budget	Every person you buy for, and a budget next to each name Split the total evenly first, then move money to the people who need more	DATE	☐
2	**CHECK YOUR STASH** Before you buy anything	The closet, the drawer, the stuff you picked up in July Give each thing a person, then count any game prizes you already have	DATE	☐
3	**HARD ONES FIRST** Check the H box	Has everything, no hobbies, or you don't like the same things Try an experience. Don't know them well? A gift card is the safer bet	DATE	☐
4	**ORDER-BY DATES** For anything that ships	Write an order-by date next to every gift you're shipping Store gifts, experiences and gift cards don't ship. Leave their date blank	DATE	☐

WHO'S GETTING WHAT

How: **SH** ship **ST** store **EX** experience **GC** gift card **ME** my stash
Circle one. H = hard to shop for.

H	PERSON	BUDGET	GIFT IDEA	PRICE	HOW	ORDER BY	GOT IT	WRAP
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐
☐		$		$	SH ST EX GC ME		☐	☐

MY STASH

Already bought. Who it's for, or "prize"

ITEM	FOR

Game prizes I already have: _____

2026 CARRIER DEADLINES

Last day to send, lower 48 states. The store's packing time comes first

USPS Ground Advantage, First-Class Mail	Dec 17
USPS Priority Mail	Dec 18
USPS Priority Mail Express	Dec 19
FedEx Ground, Home Delivery (by distance)	Dec 17 to 23
FedEx Express Saver	Dec 21
FedEx 2Day	Dec 22
UPS 3 Day Select	Dec 21
UPS 2nd Day Air	Dec 22

USPS dates are for arrival by Dec. 25. FedEx and UPS are for Dec. 24.

STATIONS DONE - / 4

One ticket per station you finish, so four tickets for the whole sheet. A stash with **nothing in it** still counts once you've looked.

Not financial advice. Carrier dates are from the USPS (Sept. 22, 2026), FedEx and UPS 2026 holiday schedules, and all three say they can change. Check before you count on one. · adminarcade.com