PARTY HARDY

Printable Tags & Games

Office Holiday Party Pack

Gift tags, a kind office bingo mixer, simple gift-exchange rules, name slips, and thank-you cards — made for coworker gifts that still look finished.

FOR TEAMS AND DESK GIFTS · PG · FREE TO PRINT

PRINT AT HOME · US LETTER

What's Inside

- **Gift Tags**
  Sixteen polished To/From tags in the Party Hardy colors. Add one to every coworker gift so a simple present still feels finished.
- **Office Holiday Bingo**
  Two "find someone who" cards for a low-pressure mixer. Kind squares only — no roasting, no awkward dares.
- **Gift Exchange Rules & Name Slips**
  A short, office-friendly gift-swap outline and cut-apart name slips for a draw.
- **Thank-You Cards**
  Four small enclosure cards for a gift bag or a desk drop. A short handwritten line matters more than the price.

HOW TO USE THIS PACK

Print the tags and thank-you cards on US Letter card stock if you can. Cut on the dashed lines. A hole punch and a bit of ribbon or twine will make the tags look store-bought.

If you are gifting a whole team, wrap everything the same way, add a tag with each person's name, and hand them out at a party or the last meeting before a break.

Bingo and the gift-exchange slips are optional extras for an office party. Keep every game voluntary, keep the price limit modest, and skip anything too personal.

To / From · Set 1 of 2

Print on card stock. Cut on the dashed lines. Punch a hole in the top corner and tie with ribbon or twine.

HAPPY HOLIDAYS

To _____

From _____

A LITTLE SOMETHING

To _____

From _____

THANK YOU FOR BEING A GREAT TEAMMATE

To _____

From _____

GRATEFUL TO WORK WITH YOU

To _____

From _____

HAPPY HOLIDAYS

To _____

From _____

A LITTLE SOMETHING

To _____

From _____

WITH THANKS

To _____

From _____

HAPPY HOLIDAYS

To _____

From _____

To / From · Set 2 of 2

Print on card stock. Cut on the dashed lines. Punch a hole in the top corner and tie with ribbon or twine.

HAPPY HOLIDAYS

To _____

From _____

A LITTLE SOMETHING

To _____

From _____

THANK YOU FOR BEING A GREAT TEAMMATE

To _____

From _____

GRATEFUL TO WORK WITH YOU

To _____

From _____

HAPPY HOLIDAYS

To _____

From _____

A LITTLE SOMETHING

To _____

From _____

WITH THANKS

To _____

From _____

HAPPY HOLIDAYS

To _____

From _____

Find Someone Who…

Walk around and find a different person for each square. Have them initial it. Five in a row wins. Keep it kind — no pressure, no poking fun. Cut the two cards apart.

FIND SOMEONE WHO · CARD A

Wearing something festive	Brought a treat to share	Has a plant on their desk	Finished shopping already	Has a funny mug
Offered to help wrap	Is taking a few days off	Has cozy socks on	Made a holiday playlist	Sent a thank-you this week
Has a photo on their desk	Told a good story today	FREE	Decorated a workspace	Remembered someone's favorite snack
Brought a backup gift	Offered to take a group photo	Helped clean up without being asked	Has leftover wrapping paper to share	Knows where the good tape is
Made someone laugh today	Has a small countdown going	Brought a reusable bag	Is wearing a festive pin or colors	Has an extra pen to lend

FIND SOMEONE WHO · CARD B

Wearing something festive	Brought a treat to share	Has a funny mug	Is taking a few days off	Sent a thank-you this week
Has a plant on their desk	Made a holiday playlist	Has cozy socks on	Told a good story today	Decorated a workspace
Finished shopping already	Offered to help wrap	FREE	Brought a backup gift	Knows where the good tape is
Made someone laugh today	Has a photo on their desk	Offered to take a group photo	Helped clean up without being asked	Has leftover wrapping paper to share
Remembered someone's favorite snack	Has an extra pen to lend	Brought a reusable bag	Is wearing a festive pin or colors	Has a small countdown going

Simple Rules & Name Slips

A work-friendly gift swap

1. Set one modest price limit and tell everyone in advance. Under $10 or under $20 keeps it comfortable.
2. Everyone brings one wrapped gift. Put the gifts in a pile and draw name slips (below) for turn order, or draw names ahead of time if you would rather skip the steal-and-swap style of play.
3. If you play a swap game: player 1 opens a gift. Each following player may open a new gift or swap for one already opened. A gift may be swapped only twice, then it stays put.
4. Keep it optional. Nobody has to play, and nobody should be put on the spot. If a gift is edible, add a simple ingredient note so people with allergies can check.
5. A short thank-you and a tagged gift are plenty if a full exchange doesn't fit your team.

NAME SLIPS · CUT APART · ONE NAME PER SLIP

Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

A Short Note Goes a Long Way

Four small cards for a gift bag or a desk drop. Print on card stock, cut on the dashed lines, and add one handwritten line.

PARTY HARDY

Thank you

For all you do. It does not go unnoticed.

To _____ From _____

PARTY HARDY

With thanks

Grateful to work with you this year.

To _____ From _____

PARTY HARDY

A little note

Wishing you a restful break and a good start to the year ahead.

To _____ From _____

PARTY HARDY

Thank you

For being a kind, steady teammate.

To _____ From _____