BLINKSWAG

Thanksgiving 2026:
Corporate Gifting Readiness Checklist

A practical print-ready checklist for HR, procurement, account management and corporate gifting teams.

> **Key Date / Thursday, November 26, 2026:** There is no universal BlinkSwag order cutoff. Ask the supplier to verify the specific product, quantity, address list, customization and required in-hand date before promising delivery.

1. Decide Who Is Receiving the Gift

Recipient Group & Eligibility Actions
☐ **Employees:** Define eligibility and ensure remote, frontline and shift-based staff are not overlooked.
☐ **Clients:** Check the recipient organization's gift-acceptance and procurement policies.
☐ **Partners:** Review commercial sensitivity, approval requirements and appropriate value.
☐ **International Recipients:** Confirm whether Thanksgiving framing and product categories fit the audience.

2. Select Suitable Products

Product Suitability & Inclusivity Criteria
☐ **SKU & Configuration:** Record the exact SKU, product URL, configuration, contents and starting-price quantity basis.
☐ **Dietary & Allergens:** Confirm dietary restrictions, the nine major FDA food allergens and food storage requirements.
☐ **Preferences & Sizing:** Verify apparel sizing, technology compatibility or fragrance preferences where applicable.
☐ **Accessibility Alternative:** Add an alternative for anyone who cannot use the selected product.
☐ **Packaging & Branding:** Confirm gift packaging, optional notes, logo placement and personalization separately.

3. Confirm True Budget and Permission

Budgeting, Tax & Compliance Verifications
☐ **Full Delivered Cost:** Calculate full delivered cost: products + customization + packaging + shipping + taxes/fees.
☐ **Payroll & Fringe Benefits:** Review payroll / fringe-benefit treatment for employee gifts, especially gift cards.
☐ **Client Policy & Compliance:** Check client policy, conflict-of-interest rules and applicable government gift restrictions.
☐ **Designated Approval Owner:** Document a designated owner to approve budget, substitutions and order changes.

> **Planning Advisory Note:** This kit supports planning and should not be treated as tax, compliance or delivery advice. Confirm legal and payroll requirements with qualified professionals.

4. Delivery & Fulfillment Plan

> **Backward Planning Sequence:** Required in-hand date → shipping buffer → packaging and assembly → production → artwork approval → procurement approval.

Production & Shipping Control Checklist
☐ **Inventory & Sourcing:** Confirm actual product inventory or supplier sourcing for the proposed order.
☐ **Turnaround & Proofs:** Request decoration and proof-approval turnaround for the exact configuration.
☐ **MOQ & Tiered Pricing:** Ask about minimum order quantities and quantity-based price changes.
☐ **Destination Requirements:** Confirm separate shipping requirements for home, office and international recipients.
☐ **Holiday Schedules:** Determine whether gifts will arrive at offices before reduced holiday schedules begin.
☐ **Temperature-Sensitive Items:** Confirm temperature-sensitive handling for food, desserts, meat and cheese.
☐ **Escalation & Substitutions:** Agree on an escalation contact and written substitution policy.
☐ **Transit Realism:** Do not represent estimated transit time as guaranteed arrival.

5. Last-Minute Options

Contingency & Last-Minute Actions
☐ **Same-Day Recognition:** Send appreciation messages on November 26 even if physical gifts will arrive later.
☐ **Digital / Choice Rewards:** Check digital or recipient-choice rewards only where platform and location support are confirmed.
☐ **Accurate Communication:** If no suitable gift can arrive, choose accurate communication over a rushed, unsuitable substitute.

6. Order-Owner Quick Brief

Brief Field / Planning Item	Buyer Notes / Specifications
Program owner / contact:	_____
Recipients / locations:	_____
Audience and policy requirements:	_____
Selected SKU or acceptable alternatives:	_____
Budget per person / total budget:	_____
Required in-hand date:	_____
Customization and packaging:	_____
Delivery confirmation received:	_____

7. Final Publication & Sourcing Gate

Useful for companion guides, catalog recommendations and campaign assets.

Publication Quality & Sourcing Checks
☐ **Direct Product Links:** Every recommended gift links to the exact verified product URL or is labeled as a category link.
☐ **Transparent Pricing:** Listed starting prices and the price-check date are visible; no implied all-in quote.
☐ **Verified Availability:** No unverified stock, minimum order, customization or delivery guarantee is published.
☐ **Program Differentiation:** Client gifting and employee gifting are differentiated; no blanket spending limits are invented.
☐ **Image & Asset Accuracy:** All product images and names match the recommended products.
☐ **Cultural Context:** Thanksgiving is described as a U.S. observance without assuming every global recipient celebrates it.
☐ **Ethical Tone:** Gift messaging is specific, professional and does not imply a commercial quid pro quo.

8. Helpful Official References

Official Authority / Guide	Direct Resource Reference
IRS Publication 15-B, Fringe Benefits	irs.gov/publications/p15b
IRS Publication 463, Business Gifts	irs.gov/publications/p463
U.S. FDA, Major Food Allergens	fda.gov/food/buy-store-serve-safe-food/food-allergies
U.S. DOJ, Gifts and Entertainment	justice.gov/jmd/gifts-and-entertainment
U.S. OPM, Federal Holidays	opm.gov/policy-data-oversight/pay-leave/federal-holidays
BlinkSwag Product Catalog	blinkswag.com/catalog/

9. Final Program Sign-Off

Governance Role / Department	Designated Reviewer Signature	Date Signed
HR / People Operations	_____	_____
Account Owner / Sales	_____	_____
Procurement / Finance	_____	_____
Fulfillment / Vendor	_____	_____