

Bake Sale plan

- Two weeks in advance:
 - Set a date and choose hours (we did 9-3)
 - Have a location reserved with enough table space or arrange for tables for your sale day
 - Decide on method of payment (donations worked really well for OIT; if you are selling to students, I think you need to set a price)
 - Look at your potential customers—will they want finger foods (cookies, brownies, etc) or a mixture of cakes and pies (which require plates and forks) too
 - If you want to invite other offices, get a notice to TheWeek@ND (theweek@nd.edu). It has to be in by Thurs of the week prior to the event. And/or the ND calendar
 - Ask for volunteers to form committee
 - Lead
 - Communications coordinator
 - Send out email announcement
 - Create posters
 - Hang posters
 - Put event in exchange calendar
 - Send out reminder emails
 - Volunteer coordinator, find people to
 - Set up room and lay out items (4)
 - Sell items (6 people, 3 shifts)
 - Misc coordinator
 - Get plates, plastic wrap, cash
- One week in advance:
 - Ask for volunteer bakers
 - Ask for volunteers to work at the sale
 - Put up posters to advertise, make sure that the cause you are raising money for is prominent
- Two days in advance:
 - Send out emails to your department to remind them
 - Get small and large plates, napkins, tablecloths, and plastic wrap to wrap things people want to take home
- Day of sale:
 - Set food out as people bring it
 - Send out email to remind people of sale
 - Be prepared to cut cakes and pies so people can buy pieces (we didn't find that whole pies and cakes sold)
 - Have change available
 - If you have items left at mid-afternoon, bundle it and sell it at a discount
- Other advice:
 - Have some "fancy plates" and tiered plates, and had a plastic tablecloth and colored napkins – it just made the whole thing look fancier / more inviting.
 - People working the sale should plan to rearrange the display throughout the day – remove empty plates, add additional slices. Combine desserts onto serving plates – people are more likely to take from a full serving plate than an empty plate.
 - We took money out of the basket throughout the day and put in a safe place, but left some big bills in there to inspire people.
 - Make sure any dishes people want returned are marked with their name.