

How to Organize a Bake Sale

Organizing a bake sale is an excellent way to raise awareness for an organization or campaign. Bake sales are easy to organize, easy on the pocket and fun to do!

Steps:

1. Get Volunteers

- Ask friends, family, co-workers and other members of the community for help with the set up and clean up of the sale.

2. Decide on a Venue

- Hold the bake sale at a well frequented public spot or in a school or college.

3. Advertise

- Use eye-catching and colourful posters or flyers and put them up and hand them out in popular areas. Be sure to include the date, place and cause of the bake sale.
- If your bake sale is being held at a school it would be effective to have it advertised on the intercom or morning/afternoon announcements.

4. Have Your Booth Ready

- Gather appropriate chairs and tables to use for the bake sale.
- Be sure to create a sign for the bake sale and decorations would be a good idea as well, in order to draw attention to the booth.
- Don't forget to bring a cash box to hold your funds and be sure to have enough change for larger bills.
- Bring a supply of small paper plates, paper towels, plastic forks, napkins, and cups (if you are serving drinks that require them).

5. Bake!

- Every bake sale needs baked goods; you and your volunteers can bake the goodies yourself or you can buy them from a local bakery; however, be sure to sell your items at a reasonable price.
- Be aware of allergies, and separate items with peanuts from items without.
- Be sure to sell drinks as they are an excellent way to wash down a sugary treat!

6. Leave the Area Clean

- Be courteous and leave your area as clean or cleaner than you found it.

Tips:

- Keep your food affordable.
- If you have access to cooking facilities during the bake sale, choose food that doesn't need a lot of time to prepare, that way you can make food in small batches according to sales, and prevent shortages as well as leftovers.
- Have a cash box and start with a reasonable amount of change in it. Write down the amount so you know how much you earn. Keep the cash box safe throughout the event.
- Be careful of baked goods in peanut- or nut-free facilities.
- Be aware of food safety. While most baked goods are fine at room temperature, some food can be dangerous if unrefrigerated or cold.