



WE Bake For Change



Ultimate Bake Sale Checklist

The key to holding a great bake sale? Plan, organize and execute! Here are some easy steps to set it up for success.

3 Weeks Ahead

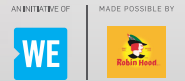
- Set a date.** Pick your date and location for the bake sale.
- Get help.** Create a sign-up sheet to enlist other volunteers and bakers to help you run the bake sale.

2 Weeks Ahead

- Build buzz.** Put up posters to advertise the date of the bake sale and give some information on the cause you will be supporting.
- Gather your team.** Check your sign-up sheets and confirm your volunteers. Then rally the troops and divide up tasks for the weeks ahead!
- Plan your baking.** It is best to have a nice variety of baked goods (cookies, squares, muffins, cupcakes, etc.) as this will make sure you have a treat for everyone! Keep in mind the best things to bake for a bake sale are items that have a high yield (cookies/bars) and are easy to transport (no fancy icing).
Tip: For great recipe ideas, visit our recipe section on robinhood.ca/bakesale
- Tag it.** Make sure you make labels for each item at the bake sale to make it easy for people to pick their goodie. Plus it's great to include call-outs to ingredients that might affect those with food sensitivities or allergies. (e.g. nuts, gluten, dairy).
- Stay safe.** Make sure everyone follows school or community food guidelines, whether it's nut-free, gluten-free or any other restrictions.



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1 Week Ahead

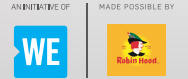
- Time to bake.** Many baked items freeze very well, so to ease the workload the day before, bake some of the items that you can freeze. To defrost, simply take them out one day ahead and let them reach room temperature.
- Plan your workspace.** Make sure you have your table for the bake sale and some chairs for your volunteers. Also think through things such as a money collection box, goodie bags or napkins and even flyers giving information about your cause of choice
- Schedule the day.** Meet with your bake sale helpers and give them a printed schedule for the day before and day of, as well as a confirmed location.

2 Days Ahead

- Ready, set, GO!** Contact your volunteers to give them a time to bring their treats in on bake sale day.
- Gather your materials.** Make sure you have everything you need for the day in one place, including, garbage bags, paper plates, napkins, plastic forks, and all your decorating items.
- Have change.** Make sure you have change to give people when they pay, all set in your money collection box. A calculator is also a really great asset for some quick math!
- Think of extras.** What goes great with baked goods? Drinks! Ensure any extra sale items like coffee, hot chocolate or cold drinks are ready.
- Make a splash.** Look into providing music and other decorative elements that will help attract people to your sale.



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Bake Sale Day

- Set up.** Set up your tables and chairs and add a tablecloth. Place recipe signs, with ingredient lists and prices. Make sure your garbage bag and eating utensils (napkins, goodie bags, etc.) are available in one area.
- Good flow.** Have one section of the table dedicated to collecting money so you can have one flow of traffic down the table. This will also make sure everyone has to pass by all of your treats!
- Make a display.** Arrange the items by category (e.g. all the cookies together) and size (smaller to the front, larger to the back), to make it easier for customers to shop the sale.

Most of all, relax, smile and enjoy the day!