

How to Plan a BAKE SALE step-by-step

Step 1: Make your team. Get your friends and family to help. A minimum of five people is best.

Step 2: Decide on date and time. The best way is to have it coincide with another event. Or, if your bake sale is for your school, make sure you have it during a time when the greatest number of parents and kids can attend.

Step 3: Decide on a venue. Generally, you want to be in a high traffic area.

Step 4: Make sure that it is legal to hold at the spot you choose, and get permission from the appropriate authorities, if applicable.

Step 5: Be sure you have a "rain site" to do the bake sale indoors or under a tent in case the weather turns sour.

Step 6: Get all the equipment you need. You may be lucky and have a table and chairs available already, but if you do not, you will need to plan ahead.

Step 7: Have posters or other advertising materials. Be sure you and your customers understand what you are raising money for. Start advertising 2 weeks before the event. During the event wear Wild Futures branded t-shirt if possible.

Step 8: All the goods should have the ingredients listed. Marking items with common allergens can be helpful (peanuts, milk etc.). Also mark foods which may be a good choice for certain people, such as gluten-free brownies, vegan cookies, or nut-free items.

Step 9: Set reasonable prices. Optionally, you can even opt not to set any prices at all, except something like a £1 minimum, and let people pay what they want on the "honour system".

Step 10: Have a cash box and start with a reasonable amount of change in it.

Write down the amount so you can calculate how much you've earned at the end. Keep the cash box safe throughout the event. Make sure you know how to send your profits to the charity.

Step 11: Thank the customers for their support as they leave the event.

Step 12: Leave the area clean. Be courteous and leave your area as clean as or cleaner than you found it.

Tips:

- **Put out a jar for tips or donations to give people the opportunity to donate without buying.** Some people may not be hungry, or cannot buy sweets due to dietary restrictions, but they still might want to support your organization:
- **Have a theme!** For example, your French club can offer crepes, baguettes, and croissants and make a statement.
- **Get drinks to sell as well.** A lot of people like to have a bit of liquid to wash down sugary treats, and it is an additional chance for you or your group to earn a bit of extra money.