

FHS MUSIC BOOSTERS

BAKE SALE CHECK LIST

Step 1: Pre-Planning

Music Booster team to help with the following roles:

- Recruits bakers and workers
- Secures supplies and equipment, such as tables, coolers, paper plates, cups, and napkins
- Publicizes bake sale through email and signs

Step 2:

- Tell each baker how to package goods. It's best for everything to be wrapped individually.
- One week before your bake sale, email volunteers to confirm their participation. Give them the time and location to drop off their donations, or bring to concert.
- Enlist volunteers for setup and cleanup on the day of the sale.

Promote the bake sale.

- Send flyers home in band students backpacks.
- Post flyers around the school. Include information in Band related emails and website.
- In all publicity, mention the Bands and how the funds will be used.

Run through last-minute details.

- Bring extra poster board and markers to make signs pointing the way to the bake sale.
- Bring tape and extra index cards in case some bakers forget to label their goods.
- Bring rags, paper towels, and other supplies to keep the table clean.

Step 4: During the Bake Sale

- Categorize baked goods, grouping brownies, cookies, pies, and so forth together so people can find what they're looking for. Try to keep the display remains attractive, clean, and organized.
- Prominently display the Music Boosters or FHS Band Banners and explain how the proceeds will be used.
- Thank customers for supporting FHS Bands and Music Boosters.
- Place a jar for donations
- Jot down the most popular treats and note any problems encountered.

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Step 5: After the Bake Sale

- Distribute any leftovers to students and teachers
- Break down table. Clean area under table and pick up all trash is necessary.
- Put away all banners.
- Store paper ware in box for future use.
- Insure that the cash box and all monies have been accounted for.

Additional Comments/Suggestions:

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