

Bake Sale

Checklist



Pre-Event

- Secure location
- Recruit volunteers
- Set a goal
- Plan the menu
- Put together supply list

Promote

- Create flyers & posters
- Promo on social media
- Announce in school newsletters, websites, and community boards.
- Send reminders to volunteer

Bake Sale Day

- Set up
- Keep the area clean and organized.
- Ensure all food handlers wear gloves
- Have hand sanitizer on hand
- Engage customers

Post Event

- Clean up
- Count the funds raised
- Write thank you notes
- Evaluate the event
- Deposit the funds