

Prior to the Date:

Identify Your Support

Who will be helping to bake/provide the baked goods?

Who will help run your table?

Who will be in charge of the money?



Find a Good Bake Sale Site

Sporting Event (such as a gymnastic or swim meet or a soccer or baseball game)

Outside a local store

Church event

Yard sale

Outside a local gym or YMCA

Ask permission to set up a bake sale at the event or location.

Set a Date

Try to choose a date that does not conflict with any other major event in your city, so people do not have to make a choice between your bake sale and the other event.

If there is a major event taking place in your area, you *COULD* try to become involved with that event to take advantage of the large crowd.

Advertise

Send a **PRESS RELEASE** to local newspapers and TV stations announcing that you are hosting a Gabe's Goodies Bake Sale.

Put up **EVENT POSTERS** ahead of time in local businesses, churches, stores, libraries, public bulletin boards etc....

Decide if you will be able to fill advance orders. If so, who will be in charge of taking the orders? If you are willing to deliver the goodies, who will be in charge of deliveries? You may want patrons to pick up their goodies on the day of the sale. Make sure that pre-ordered goodies are clearly labeled.

Print out **FLYERS** and distribute them locally (if you are able to fill advance orders add this service to the flyer).

Print the **DONATION JAR STICKERS** on sticker paper and find a jar to stick it to.

Print **CHEMO DUCK STORY** posters, **DID YOU KNOW** posters and **MAKE CHECKS PAYABLE TO** Sheets.

Miss Ellie's Best Tip:

If you do not put prices on items and ask that your patrons take what they want and leave the donation they want usually you will get more for each item!!!

Checklist for the Sale Day

Make sure you have the following:

- Change, because most people carry larger notes
- Masking Tape and Duct tape
- Table cloths
- Display plates
- Plastic forks and napkins

Preparing the Goodies

Protect all food from unnecessary handling and contamination by fully wrapping all baked goods with clear plastic wrap.

It is recommended that wrapped baked items be labeled with the baker's **name, address, and phone number** in order to identify the source of the product. You can use *Gabe's Goodies* **PRICE STICKERS** to help with this.



We recommended that you post the provided poster to be sure that your customers are aware that the bake sale items may include potential allergens that customers may be allergic to.

All baking ingredients **must** come from an approved source. i.e. a reputable store

We recommended that only food products considered to be "**low-risk**" be distributed to the public. Low risk foods include:

- Cookies
- Bread or buns
- Sweet dough bakery items (i.e. doughnuts)
- Fruit pies
- Jellyrolls
- Cakes
- Squares

Canned jams and jellies

What is considered a "*high-risk potentially hazardous*" food?

- Cream éclairs
- Cream puffs
- Cakes or pies that contain potentially hazardous ingredients (i.e. cream cheese, meringue or pudding fillings)

Dairy products such as milk, cream yogurt, cottage cheese, or butter

What else do I need to know?

- Individuals who are providing/distributing products for the bake sale must practice good standards of housekeeping and good personal hygiene.
- Food display tables/counters must be kept clean.

The general bake sale area must be maintained in a clean and sanitary condition....

After the Bake Sale

Collect up donations, count cash and write a check for cash amount...please do not send cash. All checks should be written to *Gabe's My Heart, Inc.*