

# SIMPLE STEPS FOR PLANNING A BAKE SALE AND FOOD DRIVE

- Secure a location
- Choose a date
- 2 weeks before create and send out a sign-up for (10)bakers, and (4)set-up and (4)clean-up and help selling the baked goods
- Get a list of foods needed most for the food drive
- Create announcements to post on list serves and social media
- Post once two weeks before and then post everyday for 3-4 days before. The day of post a couple of times during the event.
- Make copies of handouts about the program
- Credit card charger for your phone (We used Square.)
- Download Square app
- Set up Square account
- Get a bank of \$60 in ones, fives and tens
- Take photos of the items you bake to post on social media the day before and day of the event
- Purchase ingredients needed for what you're baking
- Purchase packaging supplies and labels/stickers
- Purchase a plastic table cloth
- The next day write a thank you to everyone who stopped by
- Deposit the cash and write a check to the organization
- Deliver donated food