

Cake Sales Notes

1. Agree date of cake sale with PTFA chairs and heads.
2. Send out email about 10 days before hand with date, time and place to leave cakes (usually infant hall or dining room – clear this with kitchen staff).
3. Put posters up approximately one week before the sale with above information.
4. Arrange helpers for the day – one or two to help sort cakes and at least three per stall to sell (older children can be used for this!)
5. Ask treasurer for float 1 week beforehand – lots of 10s 20s 50s .and pounds and a few larger notes.
6. The day before bake as many cakes as you can and nag others to do the same! (you need approx 300 cakes altogether per playground minimum preferably more!)
7. On the morning of the cake sale get the key to the crèche if possible, or other suitable place if not and collect all the cakes from the infant hall / dining room and take them to the crèche.
8. Also in the morning ask Alan to put tables out in the playgrounds for the cake sales (approx three tables per stall) .
9. With helpers, arrange cakes by size on trays (trays are usually kept in the basement)
10. Put prices on trays using printed stickers or similar (usually between 50p and 30p for large cakes and gingerbread and 20p for small cakes) .
11. Bring a plastic box for change (don't forget to make note of float) , black bin liners for rubbish and a roll or two of small plastic bags for people to put cakes in.
12. At 3:20 start bringing out cakes and at 3:30 start selling! Fight off the early mothers before 3.30 if possible or there will be no cakes left when the children come out.
13. Sell cakes!.
14. Clear up and leave plates and trays under shelter in infant playground or other suitable place for collection.
15. Count proceeds and return to Treasurer.