BAKE SALE SET UP

INSTRUCTIONS & PROCEDURES

Your job is to help price the items & then arrange them in an appealing way.

Hygiene: Please tie back your hair and wash your hands before beginning your shift. Use gloves, tongs or a food service tissue to touch/grab unwrapped food, and remember gloves are to protect the food, not your hands.

Health Department regulations require that items be covered. Please try to keep lids or plastic wrap on all trays and plates of goods. Avoid handling individual items by using the wax paper squares to serve and move items.

Pricing: Baked good prices are standardized (by you!) and listed on signs at the sale (and below). Be aware that the bake sale is a significant fundraiser at this event, so don't lowball prices, but be reasonable if portion sizes don't seem to suit the set prices**.**

COOKIES 50¢
(defined as 2"-3" in diameter, but if they're tiny make them 25¢, and if they're gigantic make them 75¢ – also consider their appeal)

MOST STUFF 75¢
This means brownies, bars, rice crispy squares, muffins (except the big Costco ones that should be $1), thick slices (1") of banana bread, etc., cupcakes, and scones. If you have to cut the portions, use your judgment and make them seem like the right size for the price!

PIE OR CAKE SLICES $1
(This is a general guideline. If the items have already been cut and this price doesn't seem appropriate, use your judgment. If you are cutting, then make it seem right for $1 (usually 8 slices per pie).

SPECIAL STUFF
Things like fudge, other candy, gingerbread men, or portions that don't fit the above prices must be priced separately. Use your judgment, but remember this is a fundraiser! Mark prices on the cards that describe the goods. Whole pies should be $8-10. Feel free to save these unusual items for the Bake Sale Supervisor tomorrow.

Cards: As people bring donations to the sale, ask them 1) if they've already signed in their donation (if not, have them sign in on the clipboard) and 2) to fill out a card with the name of the item and any unusual or allergy-causing ingredients (like dairy, wheat, eggs, soy, nuts, peanuts, gluten). If items come in that are vegan or gluten free, be sure to keep them separate from "regular" baked goods and label them well. Try to keep the descriptive cards and goods together!

THANK YOU VERY MUCH FOR HELPING.
YOUR SUPPORT OF THE PNA IS MUCH APPRECIATED!!!