

Top Tips for a Successful Cake Stall

Before the Day:

- Decide how and where to collect cake donations (canteen and OOSH on Friday are best options)
- Whilst it is great to get donations throughout the day of the cake stall, make sure you have enough to sell to the early birds!
- Communicate early, and often
- Decide what will happen to left overs - Eg give to the teachers, market staff, market stall holders
- Leave any containers in the classroom for collection
- Have a few whole cakes for sale. They sell well in the morning. Loaf cakes (banana, lemon, orange & poppyseed) would be ideal. Be prepared to slice them if necessary
- Savoury items also sell well in the morning and around lunch time

Volunteers:

- Use an online system such as Doodle Poll or something more sophisticated such as VolunteerSignup.org or Volunteerspot.com. Make sure you have volunteers' email address so that you can communicate with them before the day (eg hygiene reminder to use tongs or gloves, anything they need to bring)
- Say thank you to the volunteers by letting them take some cake home for free

What you need to take:

Provided by school

- 3 check table cloths
- Chalkboard and chalk
- 2 Cash boxes
- Tongs
- Disposable gloves
- Wipes
- Napkins
- Brown paper bags
- Garbage bags
- Tables
- Donation jars
- 8 Aprons
- 2 x Bunting
- Price signs
- 6 large white platters
- Pens

Provided by Rozelle Collectors Market

- Tables
- Marquee

Not provided

- Extra stall decorations
- Cake stands for display

On the Day:

- Allow thirty minutes for set up with 3-4 people
- Encourage donations in jars
- Price everything similarly – eg cupcakes \$3, slice \$2 and cookies \$1
- Reduce prices if necessary when there is one hour left in the day. Two for the price of one or fill a brown paper bag for \$5 usually work well

After the Event:

- Distribute leftovers to volunteers to deal with
- Pack down takes approximately 20 mins with 3-5 people
- Thank volunteers publicly (and name them)