

VEGAN BAKE SALE CHECKLIST

Even though bake sales vary, it may be handy to have a general checklist to help remember details and/or for new ideas. This list is a compromise between “just the important stuff” and every conceivable option.

Infrastructure	
Folding tables	<input type="checkbox"/>
Tablecloths	<input type="checkbox"/>
Tent (if outside and not under a roof)	<input type="checkbox"/>
Chairs (optional if space for you or visitors)	<input type="checkbox"/>
Prepare for wind if event is outside: Secure items such as structures, signs, and that lightweight items such as napkins and fliers.	<input type="checkbox"/>
Displaying Food	
platters of various sizes, some with clean, clear covers. Baskets are another option.	<input type="checkbox"/>
Cake display case, cupcake holders, doilies, flowers – items to make the food display look nice	<input type="checkbox"/>
Paper signs with names of the baked goods and the price of each	<input type="checkbox"/>
Extra paper (index cards, etc.) to write the names and prices of baked goods onsite if needed	<input type="checkbox"/>
Recipes for some (or all) of the items, if possible	<input type="checkbox"/>
Serving and Selling Food to Customers	
Small cardboard to-go boxes—about 6"x6"x3" is good. (You can order these ahead of time, online, in bulk, from someplace like www.papermart.com or www.theboxdepot.com .)	<input type="checkbox"/>
Labels for your packaged goods. (for example: “vegan” or “no animal ingredients” with your logo and website. You can have another label on the back with more details if you like.	<input type="checkbox"/>
Tongs, knives, spatulas (large and small), and/or spoons	<input type="checkbox"/>
Bring plenty of change. To make things easier, have all your prices end in .00 (or maybe .50).	<input type="checkbox"/>
Cash box with lots of single bills, or the equivalent in local currency. An alternative to a cash box, especially at large-spread-out bake sales, is aprons. (To avoid having to deal with change, price things to be in even amounts)	<input type="checkbox"/>
Napkins to hand out	<input type="checkbox"/>
Disposable forks, ideally biodegradable or compostable. (www.perfectstix.com is good)	<input type="checkbox"/>

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Plastic snack bags for cookies	<input type="checkbox"/>
Plastic wrap and/or waxed paper	<input type="checkbox"/>
Small paper plates (for “eat it here” purchases), dinner-sized (for free samples)	<input type="checkbox"/>
Small paper bags (lunch size)	<input type="checkbox"/>
Hot or cold beverages optional. How well they sell may be dependent on weather, proximity of other beverage options, etc.	<input type="checkbox"/>
Cups for drinks	<input type="checkbox"/>
Storing Food	
Cooler for items that aren’t stable at room temperature or when it’s hot out, or for beverages that are served cold	<input type="checkbox"/>
Non-Food Table Items	
Literature—fliers, brochures, handouts etc. For customers who exclaim, “Wow, this doesn’t have eggs?” have a stack of our Baking Without Eggs fliers on the table.	<input type="checkbox"/>
Recipes	<input type="checkbox"/>
Display holders for your literature	<input type="checkbox"/>
Raffle tickets and prizes, merchandise for sale, etc. and display holders as needed	<input type="checkbox"/>
Paperweights for literature if it’s windy	<input type="checkbox"/>
Sanitation	
Trash can (or cardboard box) and bags in case there is not a trash can nearby	<input type="checkbox"/>
Separate receptacle for recycling if there is not one in the area	<input type="checkbox"/>
Paper towels	<input type="checkbox"/>
Plastic gloves (can often get at a party store or drugstore)	<input type="checkbox"/>
Water jug for rinsing hands	<input type="checkbox"/>
Liquid soap and/or sanitizer	<input type="checkbox"/>
Sneeze guards	<input type="checkbox"/>
Anything else required by local health department	<input type="checkbox"/>
Promoting Your Cause(s)	
Donation jar	<input type="checkbox"/>
Signup sheet for your group	<input type="checkbox"/>
Sign, banner, and/or tablecloth with the name of your group	<input type="checkbox"/>

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Sign saying what the proceeds will be used for	<input type="checkbox"/>
Promoting the Vegan Bake Sale	
Donation jar	<input type="checkbox"/>
Large signs directing people to your bake sale, e.g. "Vegan bake sale at the library!" (real-estate-type signs stuck in ground, if allowed; regular signs that can be taped to structures, if allowed, or held by volunteers, out near the street; various types of white/black boards)	<input type="checkbox"/>
Chalk, if you have a blackboard or are allowed to write on the sidewalk or pavement	<input type="checkbox"/>
Miscellaneous	
Office supplies: Tape, scissors, rubber bands, construction paper, pens and magic markers come in handy in many ways	<input type="checkbox"/>
Camera	<input type="checkbox"/>