

# Sugar Plum Faire Bake Sale

Grade 7 Sugar Plum Rep delegates and follows up with parents to ensure the following:

## Plan signup and procurement weeks ahead

### Class e-mail

1. Inform class parents of responsibilities, including organizing, preparation and covering shifts. 2. Online Signup Sheet: Set up Grade 7 sign-up sheet online at <http://www.signupgenius.com/> (if this method works for your class – if it doesn't, feel free to use another method)!

### Organize everything needed - check, procure, buy

Check with Festival Committee for available non-perishable items in the “cave” storage area and fill out a purchase order for items needed. The only things that you should have to provide will be the coffee and the ice/cooler for dairy items for coffee:

BREW: You may choose to get your coffee from anywhere or brew your own. 2018 – Michael Jenness will be providing the coffee!

### 2 Weeks Prior - Make Online and hardcopy sign-up sheet for shifts

|                             |  |                 |
|-----------------------------|--|-----------------|
| SET-UP prior Fri evening    | Friday after school; 2 people, ~1 hour       | 3:15 – 4:30 pm  |
| SET-UP Sat Faire day        | Saturday morning; 2 people, ~1 hour          | 9:30 – 11:00 am |
| CLEAN UP: After faire       | Saturday afternoon; 2 people, ~1 hour        | 3:00 – 4:00 pm  |
| BAKE SALE + beverage tables | Saturday, Four 1-hour shifts from 11am - 3pm |                 |
|                             | <u>Per shift</u>                             |                 |
|                             | 2 people at bake table                       |                 |

Stick a signup sheet for shifts (see last page) on classroom door as an additional reminder.

Inform parents that if they can't work their shifts they are responsible for finding a substitute

NOTE: Make sure each shift records ticket total or save all tickets received at bake/beverage sale

### Provide sign-up sheet for baked goods

Grade 7 parents must each bring a baked good (at least 12 pieces).

Signup sheet will be on Festival bulletin board in hallway. The Festival Committee will ask the BWWS school community to donate at least 1-2 dozen baked goods for the Faire.

Each baked good should be already individually cut and /or wrapped into \$1 or \$2 portions and labeled as:

**Sweet** cupcakes, muffins, cookies, lemon bars, donuts, sweet breads, chocolate truffles, mini tarts etc.

**Savory** mini-quiches, -pizzas, -toasts with melted cheese, crackers with pesto spread etc.

### **Vegan and/or Gluten-free**

You can also ask for bakery donations like donuts (Mighty O-s Vegan)

Remind people to label their plates and containers as well if they want them returned.

Have people bring their baked items at least 1 hour to 1/2 hour before the Faire starts.

# ***Sugar Plum Faire Bake Sale***

## **Friday before Faire**

- bring up tables, painting rack, everything else that can be stored in the classroom.
- electricity: extension cords and power strip (if needed for coffee, cider etc)
- Take a quick look at all of your supplies to make sure that you have everything you need.
- **Make signs** for BAKE SALE , \$1 or \$2, SWEET, SAVORY, VEGAN, GLUTEN-FREE, COFFEE \$2 , TEA or HOT WATER \$1

## **Saturday morning**

Start making coffee at 7:00 OR pickup preordered coffee (note: school won't be open until 830 or so).

Ensure baked goods are \$1 or \$2 portions and prepare trays and table decorations

Many ways to setup tables: by \$1/\$2 or Sweet/Savory. By \$ makes transactions easier.

## **Towards the end of the Faire**

The last half hour before the Faire ends, you can lower the prices or group baked goods to be sold for \$1 or \$2. After the Faire, leftover baked goods can be taken home or eaten if no one else wants them.

## **After the Faire**

Clean away everything

Save all receipts.

Consult with volunteers about how things went, take notes on what went well and what could be improved upon for next year's Sugar Plum Faire. Suggest any improvements to the Festival Committee.

Inform Festival Committee about the number of food/beverages needed next year.

## **List of things to organize:**

### **School will supply:**

#### **COFFEE TABLE**

1. Hot disposable cups 8oz. with sleeves and lids
2. Stir sticks
3. Sugar, honey
4. Half & Half (2 pints), 2% milk (2 pints); Nondairy: soy milk (1 pint), rice milk (1 pint)  
Keep on ice or in cooler
5. Electric tea kettle for hot water
6. Variety of teas

#### **BAKE TABLES & UTENSILS**

1. Napkins
2. Food service Gloves
3. Knives for cutting
4. 2 large folding tables from Skinner
5. Painting rack
6. Table cloths

# ***Sugar Plum Faire Bake Sale***

CASH BOX and change to start (confirm with operations manager)

Sheet of paper: record coupons, cash sales for each shift. Turn paper in with cash box.

## **CLEANING/TRASH**

1. Sponge/rag for clean-up
2. Garbage can

# Sugar Plum Faire Bake Sale

## Sugar Plum Faire 2017 Grade 7 Parent Sign Up

*2 people per task/shift*

|                 |   |    |  |
|-----------------|---|----|--|
| <b>Fri</b>      | SETUP<br>3:15 – 4:30 pm                   | 1  |  |
|                 |   | 2  |  |
| <b>Saturday</b> | SETUP<br>9:30 – 10:30 am                  | 3  |  |
|                 |   | 4  |  |
|                 | BAKE SALE, Shift 1<br>10:30 am - 12:00 pm | 5  |  |
|                 |   | 6  |  |
|                 | BAKE SALE, Shift 2<br>12:00 - 1:00 pm     | 7  |  |
|                 |   | 8  |  |
|                 | BAKE SALE, Shift 3<br>1:00 - 2:00 pm      | 9  |  |
|                 |   | 10 |  |
|                 | BAKE SALE, Shift 4<br>2:00 - 3:00 pm      | 11 |  |
|                 |   | 12 |  |

# *Sugar Plum Faire Bake Sale*

|  |                            |    |  |
|--|----------------------------|----|--|
|  | CLEAN UP<br>3:00 – 4:00 pm | 13 |  |
|  |                            | 14 |  |