

## **Cake sale checklist**

**Red box in PTA garage should contain:**  
(should be on shelf just inside door)

paper plates  
value plastic bags  
gloves  
paper bags / resealable plastic bags  
pots for money

**From Staff Room:**  
(bottom drawer to the left of the sink)

selection of plastic and foil trays  
sharp knife

**From School office:**

Tin containing float

**The classroom should be set up as follows:**

Aim to have a free flow of customers.  
Tables should be set up in a long row which allows parents and children to enter and leave through both classroom doors.  
Ensure chairs are stacked tidily out of the way and there is a clear area in front of the serving tables

**Setting Up the sale:**

Gloves should be worn at all times  
Shop bought cakes and very small hand made cakes will be made up into mixed plates on the paper plates. Aim for 5 cakes per plate, hopefully a nice mixture. Each plate will be put into a clear plastic value bag and is sold at £1 per plate  
All other cakes are laid out on the plastic and foil trays and will be sold for 25p each  
Any large cakes will be sliced up and laid out on the foil trays, sold for 25p per slice  
Share the float out between the takings pots and ensure there are bags for each parent helper to put sold cakes into  
All tins and boxes that had cakes in should be placed on a table so they can be easily collected

**During the sale:**

The children in the classroom where the cake sale is taking place will buy their cakes first, usually before the bell. After the bell, the rest of the school may come and buy cakes. The sale is usually over by 3.30pm

**After the sale:**

All the cake sale equipment should be put back in the red box  
If possible the tables and chairs should be put back in their original positions (depends on teacher)  
All money should be put together in the float tin and handed in to the school office  
Any left over cakes will be taken to the staffroom. All foil and plastic trays will be wiped down in the sink in the staffroom and returned to the drawer.  
Return the red box to the PTA garage

**Restocking:**

Plates, plastic bags and resealable bags are purchased from ASDA / Tesco (value ranges) and an expenses form submitted to the PTA treasurer  
The school office will provide a box of gloves on request and the PTA will be billed separately