

Ziti Dinner Bake Sale

Helpful Hints

Pre-Ziti - 1-2 Weeks Before

- 1) Call / email people to ask them for baked goods donations. Items must be bought, not home-made, and should be brought to The Diplomat Party House in disposable containers, any time after 9:30am - the earlier the better.
- 2) Make signs for table to display prices for the baked items. There are small display holders in gray box.
- 3) Make a list of bake sale volunteers. Call /email volunteers and ask them to come early - 9:30am to help set up, several needed throughout the day to sell, and folks to help clean up at 5:00pm when Ziti is over.
- 4) Call/email next year's president's wife and invite her to come. It's great training for her to be chairperson for the following year.
- 5) Make a list of things to bring from home (see below).

Ziti Day

- 1) Come 2 hours early (9:30am) and set up, bag, label, and price items.
- 2) Have 2 back tables: a working table and a table to store incoming baked goods.
- 3) Use the large bins to store purses and coats under the back tables.
- 4) Slice cakes and pies and place on small plates, bag items as needed, price items and arrange selling tables.
- 5) Wear a glove on your right hand to serve people and take the money with your left.

Money

- 1) Someone (typically Al Wallace & Gary Krauss) takes care of the incoming cash. Get about \$50 start-up cash from them. You'll need about 2 rolls of quarters and \$30 in singles. If you don't have money yet, they will spot you and take the money back after you earn it.
- 2) Set up some kind of cash box in the center of the back table
- 3) Set up an envelope with the money takers at the door, and hand the big bills in to Gary or Al periodically. You can keep a running tally on the outside of that envelope which will make tallying at the end very simple.

Pricing

Start high; make reductions if necessary

Small Cookies - 25 cents or 5/\$1

Large Cookies - \$.50 to \$1.00

Decorated Valentine cookies - \$1.00 - they go!

Cupcakes: \$1.00

Cakes: \$5-10, depending on size - some can be sold by the slice - \$2.00

Carrot Cake Slices - \$3.00

Breads: \$3-5, depending on size

Pies: \$2.00 per slice, or can be sold whole

Cheesecake \$2.00 per slice

Near the end of the dinner, make price reductions if necessary, and get rid of all of it. They made about \$680 in 2002, about \$1,000 in 2007 and 2010.

Reminder

Remind the people doing announcements to periodically announce that the baked food sale is occurring. Also, you can use the microphone to announce when and if you've made reductions. (Sometimes they have run out of baked goods and reductions were not necessary!)

Cleanup

- 1) Count money and give to Al Wallace (or whoever is in charge of money).
- 2) If using purchased tablecloths, remove from tables and discard.
- 3) Return items that came from kitchen.
- 4) Kitchen helpers will wash trays and wipe out bins if necessary, so they can be passed on to next chairperson.
- 5) Return items to gray box to be passed on to next chairperson.
- 6) Discard any trash in area. Rotarians will empty trash.

Bring from Home:

Markers, pens (Should be some in gray box.)
Cash box
Easel or sign(s) saying "Baked Goods Sale"
Disposable styrofoam containers; they were given to the Rotarians to put in Ziti supplies.
Large trays to carry out to the tables, or to help organize the sale table (Should be in gray box)
Tape
Labels (For putting prices on plastic bags)
Spray bottle to wet paper towels to clean off spatulas, knives
Notebook/paper to make notes
Valentine Bags ("cello-bags" - \$1 for 30 at Dollar Store)
Plastic tablecloths to brighten up selling tables
Plastic to brighten up selling cart and/or cover spills on tablecloths

Get from kitchen:

Knife and spatulas (to cut cakes)
Paper towels to clean off knives and spatulas
Gloves!!! (**Can't have too many!**)
Napkins
Paper towels
Saran wrap
Large garbage container and plastic liners
Baggies of all sizes
Take-out containers
Small plates (I bought an extra bag from Sam's Club to be sure we would not run out!)
Dinner plates
Clorox Wipes

Best Sellers 2010

1. carrot cake
2. cheese cake
3. frosted cookies
4. cake slices
5. pie slices
6. "fancy" brownies
7. frosted cupcakes