



Event Planning Checklist

This checklist will help you get organized and stay well prepared for your bake sale. For additional details, please refer to CCF's Bake for a Cure [event page](#) and [Guidebook to Planning a Big Heart Bake Sale](#). Additional planning, promotion, and decoration resources are available on the [Bake for a Cure Resources](#) page.

6 Weeks Ahead

- ✓ Visit CCF's [Bake for a Cure](#) page for basic information, download the [planning guidebook](#), and order your [bake sale kit](#).
- ✓ Assemble your bake team and assign roles and responsibilities.
- ✓ Select a date for your bake sale.
- ✓ Find a high traffic location to hold your bake sale.

5 Weeks Ahead

- ✓ Visit CCF's Bake for a Cure [Resources](#) page to view available materials and templates.
- ✓ Brainstorm with your team and determine the event theme, items to sell, and event activities.
- ✓ Consider selling beverages and other non-food items such as raffle tickets or donated gift baskets.
- ✓ [Register](#) your event with CCF (email: sbell@childrensardiomyopathy.org) to be listed on CCF's [community events](#) page.
- ✓ Set-up a [Go Fund Me](#) page and [Facebook fundraiser](#) as a virtual bake sale option to expand your fundraising efforts.
- ✓ Reach out to local bakeries and grocery stores to request donations of baked goods and baking supplies.
- ✓ Reserve entertainment if including.

4 Weeks Ahead

- ✓ Inform your friends and family about your bake sale by sending emails and posting on social media using CCF's sample text and social media (Facebook, Twitter) banners.
- ✓ Start hanging bake sale [posters](#) and distributing [flyers](#) around town.
- ✓ Promote your event to local magazines, newspapers, and community websites using CCF's [media guide](#) and sample [media alert](#).
- ✓ [Order](#) red CCF t-shirts and cure bands.
- ✓ Purchase stickers, packaging, and baking supplies.

2-3 Weeks Ahead

- ✓ Plan table set up and download decorate items from CCF's [Resources](#) page.
- ✓ Determine which items can be made ahead of time and frozen.
- ✓ Continue to hang bake sale [posters](#) and distribute [flyers](#) around town.
- ✓ Send event reminders to friends and families.
- ✓ Recruit more volunteers and ask them to help spread the word.

1 Week Ahead

- ✓ Confirm your bake team and volunteer availability and event day responsibilities.
- ✓ Organize a bake day with your team to prepare your goodies.
- ✓ Package baked and donated items with cellophane bags and stickers from your [bake sale kit](#) or print your own labels from the CCF's [Resources](#) page.
- ✓ Price your goodies in dollar amounts (\$1-\$5) to reduce the need for change.
- ✓ Print ingredient and/or pricing [tent cards](#) to display with your baked goods.
- ✓ Review CCF's [fact sheet](#) so you are prepared to answer questions about pediatric cardiomyopathy.

Event Day

- ✓ Prepare a cash box with dollar bills for change.
- ✓ Give yourself and your team plenty of time to set up prior to the start of your sale.
- ✓ Make your table visible by decorating it with items from your [bake sale kit](#) and CCF's [Resources](#) page.
- ✓ Use the tablecloth provided by CCF along with decorative platters and baskets to display your goodies.
- ✓ Set up a "calorie-free" [donation jar](#).
- ✓ Ask your volunteers wear red and Bake for a Cure [nametags](#).
- ✓ Talk to your customers and share facts on pediatric cardiomyopathy.
- ✓ Take photos and designate someone to post photos on social media while the bake sale is underway.

Post Event

- ✓ Thank everyone who helped with your bake sale and email event highlights and a few photos.
- ✓ Send CCF (email: sbell@childrenscardiomyopathy.org) a brief recap along with photos to add to our Bake for a Cure [photo gallery](#).
- ✓ Send event proceeds via check (payable to "Children's Cardiomyopathy Foundation") to:
Children's Cardiomyopathy Foundation - Bake for a Cure, 24 West Railroad Avenue, Suite 408,
Tenafly, NJ 07670.
- ✓ Congratulate yourself for a job well done! You have made an important difference in raising awareness of pediatric cardiomyopathy in your community.