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**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](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event.html) and [Guidebook to Planning a Big Heart Bake Sale](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event-bake-resources.html). Additional planning, promotion, and decoration resources are available on the Bake for a Cure [Resources](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event-bake-resources.html) page.  
  
**6 Weeks Ahead**

* Visit CCF’s [Bake for a Cure](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event.html) page for basic information and download the [planning guidebook](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event-bake-resources.html). 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](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event-bake-resources.html) 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: info@childrensardiomyopathy.org) to be listed on CCF’s [community events](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event.html) page.
* Set-up a [Go Fund Me](https://charity.gofundme.com/SpreadingAwarenessand) page and [Facebook fundraiser](https://www.facebook.com/fundraisers?create&%3Bsource=help_center_how_to_create_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](https://dev.childrenscardiomyopathy.org/downloadable_files/2020_bakeforacure_poster.pdf) and distributing [flyers](https://dev.childrenscardiomyopathy.org/downloadable_files/2020_bakeforacure_flyer.pdf) around town.
* Promote your event to local magazines, newspapers, and community websites using CCF’s [media guide](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event-bake-resources.html) and sample [media alert](https://dev.childrenscardiomyopathy.org/downloadable_files/2020_bakeforacure_poster.pdf).
* [Order](https://www.childrenscardiomyopathy.org/pages/get-involved/shop-and-support/) 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](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event-bake-resources.html) page.
* Determine which items can be made ahead of time and frozen.
* Continue to hang bake sale [posters](https://dev.childrenscardiomyopathy.org/downloadable_files/2020_bakeforacure_poster.pdf) and distribute [flyers](https://dev.childrenscardiomyopathy.org/downloadable_files/2020_bakeforacure_flyer.pdf) 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 and print labels from the CCF’s [Resources](https://www.childrenscardiomyopathy.org/unique/get-involved/attend-event-bake-resources.html) page.
* Price your goodies in dollar amounts ($1-$5) to reduce the need for change.
* Print ingredient and/or pricing [tent cards](https://dev.childrenscardiomyopathy.org/downloadable_files/2020_SmallTentCards.pdf) to display with your baked goods.
* Review CCF’s [fact sheet](https://dev.childrenscardiomyopathy.org/downloadable_files/2020_bakeforacure_pcm_factstoknow.pdf) 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.
* Set up a “calorie-free” [donation jar](https://dev.childrenscardiomyopathy.org/downloadable_files/2020_Donation_Container_Label.pdf).
* Ask your volunteers wear red and Bake for a Cure [nametags](https://dev.childrenscardiomyopathy.org/downloadable_files/2020_NameBadge.pdf).
* 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: info@childrenscardiomyopathy.org) a brief recap along with photos to add to our Bake for a Cure [photo gallery](https://www.facebook.com/pg/CCFheartkids/photos/?tab=album&album_id=10157874083702380&ref=page_internal).
* 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.