



Empowering communities to make a difference

Emergency Aid

Skills

Volunteering

George Bairstow Cake Bake **check list**

We want to help make your cake bake as easy and successful as possible. Use this check list to make sure you are all set for your event.

	<input checked="" type="checkbox"/>
Put posters up and/or send out invites well in advance of your event! Follow up with messages via email, text or social media the day before so no one forgets.	
Make a note of the ingredients in your cakes if possible. That way people with allergies can ask questions. You could even put it on display cards to make it extra easy.	
You'll need stickers or cards to display the prices. You could ask for donations instead.	
Have some information on the trust handy so that you are well informed if anyone asks about us – you are our community ambassadors! If people would like to find out more, encourage them to sign up to our mailing list .	
If you are decorating, don't forget pins, tape and blu tac!	
Be sure to take lots of photos, but check with people if they mind being in them first!	
Have you got napkins, plates and forks?	
Don't forget bags for rubbish and a cloth to wipe up!	
If you're making hot drinks, be sure to boil the kettles and set up your crockery ahead of time. Keep an eye on your water level and temperature throughout.	
You'll need a float of change, something secure to keep money in and change bags to count your takings into.	
Securely store your money, and bank it as soon as you can.	
Be sure to remember to thank your guests, helpers and venue provider!	
If you can, it's always great to let your guests know how much you raised so they know what a difference they have made to the Trust.	
Share your photos and stories with us via social media or via info@gbct.org.uk . We'd love to hear from you!	