



# Play Alloa Fundraising: Charity Bake Off Guide

Are you talented in the kitchen or know someone who is? Why not host your own charity bake off and help fundraise for Play Alloa.

We have created this short handy guide on what to consider when hosting a charity bake off.

## **How to Host a Charity Bake Off**

- 1. Choose a date, time and venue for your quiz night.** Choose a suitable venue, consider how large the venue is as well as the number of attendees and bakers you are expecting. Check the facilities within the venue and also any relevant licensing required. Are there tables and chairs already available? Are there Tea and Coffee making facilities available and toilets? Ensure you plan your bake off on suitable date, for example you don't want to plan the event on a day that there are other local events being held in case it reduces attendee numbers.
- 2. Advertise your event.** Why not advertise your event within the local newspaper? Let people know of the event via social media or with posters/flyers. If you would like any help with promotional materials or advertising your event please contact us at [development@playalloa.co.uk](mailto:development@playalloa.co.uk)
- 3. Set and entry fee.** Make sure you set an entry fee for both attendees and bakers who will be taking part in the bake off.
- 4. Organise your refreshments.** Tea, coffee, juice and water should be available for attendees and you should choose whether these refreshments will be available in the price of entry or will cost extra. You can either buy these refreshments from your budget or check if you can get any donations from organisations.
- 5. Check your facilities and resource list.** You should create a resource list of everything you will need for your bake off, checking to see if your venue already has resources that you require. You will need tables, cutlery for cutting the cakes and for attendees to use when eating, along with napkins, paper plates, cups, and chairs for seating areas etc. Are there enough litter bins for clean up? You should also check there is enough room in case anyone wishes to store their buggies or pushchairs if they are attending with young children.

For voting, you should ensure that you have a box big enough for attendees to put their votes into. You should also consider what the winner's prizes will be. Will you have 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> place prizes? It is possible to get engraved trophies relatively cheaply.

6. **Consider recruiting volunteers.** When organising a charity bake off you should ensure you have enough people available to help out on the day. You will need volunteers to help at the door to take money, giving out voting cards and explaining to attendees how it works, helping bakers cut up cakes and clean up.
7. **Check what licences will be required.** If you are providing baked goods it is essential to label all allergens within each item and essential that food is stored correctly. You can check these on the Food Standards Scotland for further advice and guidance:  
<https://www.foodstandards.gov.scot/>

#### **Resource List Ideas**

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- Tables
- Chairs
- Tablecloths
- Napkins
- Room Decorations
- Paper Plates
- Knives for cutting cakes
- Plastic Cutlery for attendees
- Cups
- Water/Juice
- Tea/Coffee/Sugar/Milk
- Cake Boxes- for leftovers to take home
- Voting Cards and Voting Box
- Prizes
- Cake Labels (including allergen/ingredient list which should be provided for each bake)
- Microphone (to announce winners or also if you plan on doing any raffles)

#### **Remember:**

1. Tell us your ideas/plans ([development@playalloa.co.uk](mailto:development@playalloa.co.uk))
2. Connect with our social media/fundraising platforms/donation sites
3. Let us know if we can help
4. Keep in touch