

Bake Sale

There are four concerts in the school year:

- Fall Concert at the end of October. Only the Advanced Band performs at this concert. This is a short concert.
- Winter Concert before the holiday break. All bands perform at this concert.
- Spring Concert before the spring break. All bands perform at this concert.
- Notes & Floats Concert before the end of the school year. All bands perform at this concert. Sometimes, we also have the teachers' band performing before the Beginning Band. This concert is held in the quad, with dinners and root beer floats organized by the Notes & Floats Committee.

The order of performance is usually as follows. Check with Mr. R before setting up the sign-up sheet.

- Beginning Band
- Intermediate Band
- Jazz Band (if there is one)
- Advanced Band

September

The first Music Boosters meeting is held in September. Attend this meeting and check with the Treasurer to get \$200 in seed money for the bake sale.

$$\$10 \times 4 = \$40$$

$$\$5 \times 15 = \$75$$

$$\$1 \times 85 = \$85$$

$$\text{Total} = \$200$$

October

The Fall Concert is held at the end of this month. Two weeks before the concert, go to the Music Boosters closet in M2 to check inventory - soda, water, hot chocolate, apple cider, cups for hot drinks, napkins, coolers, table cloths, etc.

Since the Fall Concert is a short concert, you don't need a lot for the bake sale. You need about 2 cases of Root Beer, 2 cases of Sprite/7-Up, 2 cases of Orange Soda, 1 case of Coke, 1 case of Diet Coke, 1 case of Diet Root Beer, and 2 cases of bottled water. (The demand is different every year. So, make adjustments if necessary.)

We need 3 coolers - one cooler for water and 2 coolers for soda.

Once you counted the inventory, figure out what are needed. Set up an online sign-up sheet. (We have been using VolunteerSpot. It is free. VolunteerSpot has been renamed to Signup.com.) Ask for donations and volunteers for the bake sale shifts.

One or two weeks before the concert, send an email to all the band families about the sign-up sheet. The weekend before the concert, send another email if there are not enough donations or volunteers.

One or two days before the concert, drop off 2 Trader Joe's bags at McDonalds for ice. Let them know when you will pick up the ice. Make arrangement to have someone pick up the filled bags at McDonalds before the concert and bring them directly to the bake sale tables about 45 minutes before the concert.

On the day of the concert, place a collection bin in the school office in the morning. Borrow a cart in the school office. Place the collection bin on top of the cart. Use the cart to move things from M2 to bake sale. Return the cart to the school office after the concert.

After school, go to the school office to pick up the collection bin and cart and move them to M2. Ask Mr. R or the custodian to unlock M2 and the Music Boosters closet in M2. Ask the custodian to move 2 cafeteria tables to the bake sale area by 5:30pm.

When doing set-up, the first thing is to start boiling water for the hot drinks. This takes about 20 to 30 minutes. When the hot water is ready, pour it into the hot water container and bring it out to the bake sale tables.

After the concert, place all supplies back to the Music Boosters closet. Leftover bake sale goodies go to the Band room and let Mr. R know. The band students enjoy the leftover treats the next day. Non-perishable items can be saved for the next concert.

One or two days after the concert, count the bake sale money. Take out \$200 seed money and save it for the next concert. Fill out a deposit form. There is a locked drop box for the Music Boosters in the school office. You can drop the money/form off in the drop box and tell the Treasurer to pick it up there.

It is nice to send a thank-you email to all the band families and let them know when the next concert will be.

December

The Winter Concert is held in this month, before the holiday break. All bands perform at this concert. So, there are more shifts for the bake sale. You need to make sure there are enough baked goods and drinks (especially hot chocolate and apple cider) for this concert.

You need at least 3 cases of Root Beer, 3 cases of Sprite/7-Up, 3 cases of Orange Soda, 2 cases of Coke, 2 cases of Diet Coke, and 2 cases of Diet Root Beer, and 2 cases of bottled water. (The demand is different every year. So, make adjustments if necessary.)

Drop off 3 Trader Joe's bags for ice.

March or April

The Spring Concert is either at the end of March or the beginning of April, before the spring break.

You need at least 3 cases of Root Beer, 3 cases of Sprite/7-Up, 3 cases of Orange Soda, 2 cases of Coke, 2 cases of Diet Coke, and 2 cases of Diet Root Beer, and 2 cases of bottled water. (The demand is different every year. So, make adjustments if necessary.)

Drop off 3 Trader Joe's bags for ice.

June

The Notes & Floats Concert is at the beginning of June. You work with the Notes & Floats Committee for this concert.

The Notes & Floats Committee is responsible for the dinners and root beer floats. They ask for pre-orders and then let you know how many cases of root beer, how many volunteers and what shifts are needed.

For this concert, we use a volunteer to set up the online sign-up sheet. You need to set up a 2-month subscription and get reimbursed from the Treasurer.

This concert is held in the quad and the weather is usually pretty warm. We don't sell hot drinks.

Make sure you have enough soda and water for this concert. You need at least 3 cases of Root Beer, 3 cases of Sprite/7-Up, 3 cases of Orange Soda, 2 cases of Coke, 2 cases of Diet Coke, and 2 cases of Diet Root Beer, and 3 cases of bottled water.

In addition to the 3 coolers for the bake sale, we need additional coolers for the root beer floats.

Drop off 4 Trader Joe's bags for ice. If you have any additional bags, drop them off for ice also. We need a lot of ice for this concert. We need ice for the bake sale and the root beer for the root beer floats.

If root beer floats run out, we allow people who still have root beer float tickets to redeem a can of root beer and 2 bake sale items.

Leftovers from the bake sale will go to the Beginning Band party the next day.

Give seed money and bake sale money to the Treasurer for deposit.