

MONTOUR FOUNDATION FOR THE PERFORMING ARTS

SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

BAKE SALE/REFRESHMENTS COMMITTEE

Purpose: *This committee is responsible for coordinating all refreshments sold during the performances. The committee organizes for each cast and crew member to bring in a donation of cookies or baked goods on specific nights for sale to the public. Donations are solicited from local businesses as well.*

Membership: *Sign up for this committee at the first MFPA Parents Meeting. At minimum, it requires a chairperson and one assistant or co-chair, provided they both plan to work during every performance. Additional workers are necessary in order to have enough people to work at all performances.*

Time frame: *Start planning about 6 to 8 weeks prior to opening night. Organize what you will need to sell in advance – investigate where you can obtain what you need. Solicit from businesses. The bulk of the work is setting up prior to each performance and working through each performance.*

Budget: *Any expenditure over the budgeted amount for your committee must be approved by the MFPA Board.*

Duties:

1. Plan for what will be needed to sell during each performance: drinks, donated items, baked goods, candy to be purchased, etc. Keep in mind that this is a fundraiser – expenses need to be kept to a minimum – donations are best.
2. Get list of Cast & Crew members from MFPA Secretary – divide up between the performances. Prepare a one page letter for distribution to Cast and Crew telling what they are expected to bring and on which night.
3. Work with local businesses to get donated water, soda, foods, etc. If at all possible, get a list of these businesses to the Program Book Chairperson before his/her deadline so that a Thank You can be put in the program.
4. Schedule/solicit helpers to staff the Bake Sale table during each performance. With adult supervision, students can help out here if desired.
5. Work with MFPA Treasurer to get start up cash and to get reimbursed for any purchases you make. You will need to count the night's income after each performance and give it to the Treasurer after the performance, less your start up cash for the next performance. After the last performance, return your start up cash as well.