



Please join us for...

THE GREAT LEGAL BAKE



25 February - 1 March 2019

#greatlegalbake



1. **FIND A VENUE** - this might be central point for your department in the office, a kitchen/lunch area or the foyer of your university building to get as many potential customers as possible.
2. **FIND WILLING BAKERS AND PEOPLE TO RUN YOUR STALL** - or, if you are happy to do so, do it yourself!
3. **ORGANISE A MIX OF RECIPES AMONGST THE BAKERS** - the more products there are, the more likely you are to sell! Consider circulating recipe ideas to encourage people to diversify.
Remember, baking doesn't just mean sweet treats, savoury snacks always go down well at lunchtime!
4. **PUBLICISE THE EVENT** - publicise the time and place of the event at least two or three days prior to holding the sale so people remember to bring in change.
5. **USE OUR RESOURCES** - we have arranged posters, leaflets and other fund promotion materials available. If you'd like something specific please ask!
6. **PRICE THE GOODS** - small cakes are usually priced 50p and £1 but for larger portions you may want to consider asking for larger donations.
7. **KEEP CHANGE SAFE** - make sure you have somewhere secure to keep the money collected and get a float for the day as people will need change.
8. **TAKE PHOTOS!** - take some photos and update us of your progress on Twitter [@greatlegalbake](https://twitter.com/greatlegalbake) [@NorthEastLST](https://twitter.com/NorthEastLST) using the hashtag [#greatlegalbake](https://twitter.com/greatlegalbake) or on Facebook - search for 'Great Legal Bake'.
9. **SEND IN THE FUNDS** - funds can be transferred by cheque or bank transfer. If you are an advice agency raising funds for yourself, keep the money but let us know how much your bake raised!
10. **CELEBRATE** (with cake)!