

BAKE SALE NOTIFICATION FORM

Note: Food items must be restricted to low risk cakes/biscuits - pre bought or homemade.

Responsible person in charge of the Bake Sale:	
Details of Sponsoring member of staff:	
Name of Club or Society (if applicable)	
Contact details:	
Purpose of Bake Sale	
Type of Food being offered	

Proposed Date and time of Bake Sale		
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Proposed site and location	
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Names of other persons who will be preparing and cooking food items:	
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Address where food items will be produced:	
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Where will ingredients be purchased?	
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How many tables and chairs will be needed? What food items will be produced and how many of each?	
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How will the food items be transported from place of production to the stall?	
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Will any food items be ready made? If so where were they bought?	
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I confirm that the event will be / will not (* delete as appropriate) be in line with the guidance note.

Signed:	
Date:	

Cake/Bake Sale- Event Safety Check List

	Action Completed Y/N	Comments
Organisation Details		
Person Responsible		
Organising Group		
Contact sheet		
Delegation of roles		

Event Logistics		
Date of Event		
Duration		
Location (Site)		
Location (Building)		
Location (designated area)		
Space Booking confirmed (Reference Number)		
Event Brief/Aim statement		
Number of tables/chairs		
Pre event meeting and site layout discussion with site manager (if necessary)		
Communication and advertising plan		
Event review and debrief		

Safety Considerations		
Cash handling		
Posters		
Waste and refuse		
Cleaning/spillages		
Minimise any trip hazards and people/ traffic obstructions		
Fire exit (not obstructed)		
Sharp knives		

Food Safety Planning		
Food safety hygiene and operational briefing for contributors		
Food transport		
Food storage		
Allergy cards/info labelling		
Identification of food products and high risk restrictions		
Paper bags		
Paper plates/cutlery		
No hot drinks or alcohol		

Approval Process		
Approval by Head of School (if applicable)		
Approval by EFM site Manger		
Approval by UBSU (where applicable)		
Approval by Library Manger (where applicable)		
Approval by Duty Halls Manger (where applicable)		
Approval by Sport Brighton (where applicable)		
Approval by Registrar (Where applicable)		

Signed:	
Print Name:	
Position	
Date	