

CUPCAKE WARS PROCEDURES

There is \$0 money in the budget for this event. Leaders are to collect enough money from attendees to cover the cost of this event. Leaders are also encouraged to modify this event as they please to make it the best experience.

This is a very loud and messy event.

Might want to ask leaders to bring some type of apron for their girls.

Pick a date & time. 70 minutes was enough.

Prepare an email or flyer with the event details and ask the SUM to send it out to all scouts. Leaders need to RSVP to you with a headcount for their troop and bring cash or 1 troop check payable to Oradell Girl Scouts.

Pick a theme, e.g. flower, monster, winter, etc. We chose SUMMER.

Reserve a room with enough tables/chairs. Do not use Boro Hall as it will disrupt workers and there are only 9 tables.

The MPR worked well, with 3 teams sitting at each table. High School cafeteria is an option.

We had 23 teams with 4 girls per team, totaling about 75 girls.

Rules: teams of 4+ girls get 12 unfrosted cupcakes and have an hour to lay out a GIANT design on a tray to represent the theme of the event. They can stack vertically too.

Fill a paper bag for each team with supplies. Each team got 1 tub of white frosting, 10 Teddy Grahams, 10 colored goldfish crackers, 2 pouches of fruit rollups so they could cut their own shapes, 5 plastic knives & 10 mini bathroom paper cups for mixing & spreading.

Bring extra cups & water jugs to drink. Kids brought their own snack.

Place an order ahead of time for unfrosted **peanut-free** cupcakes -- 12 per team. Check with Shop Rite New Milford or Sugarflake. Buy 24 extra because some will get dropped. We handed out the extras to each team half way through the event.

We planned for 3 teams to sit at each table. Each table had:

2 boxes of food coloring

3 tablecloths

1 roll of paper towels

some foil if someone wanted to take theirs home

2 packages of baby wipes; very messy event!

1 tray covered in aluminum foil per team where girls could build their design. Use pizza boxes or disposable trays, whatever is lying around your house.

no judging

bring extras of mostly everything in case someone drops something!

At the event, setup a check-in area to hand out supplies and collect money.

Submit Reimbursement form along with money collected and receipts.