

ICES DAY OF SHARING IDEAS, HINTS, AND SUGGESTIONS

1. HOW TO START

- A) Choose a date – Sunday is usually a good day.
- B) Choose a location – Church or community hall, school, cake shops/bakeries, libraries, homes, restaurants, hotels, or any place that will suit your needs. Be sure to check on size, cost and if there are any restrictions.
- C) Publicity – Inform members through newsletter, phone calls, etc. – Inform public through community calendars, newspapers, cable TV, radio, flyers in shops, etc.
- D) Do pre-registration if required.

2. SET UP

- A) Registration table with sign-in sheet, agenda, name badges, ICES brochures, money for change.
- B) Sharing table with giveaways, handouts.
- C) Food/refreshment table with necessary supplies (cutlery, plates, cups, coffeepot, etc.)
- D) Tables and chairs.
- E) Demonstration table, chair, any necessary supplies or equipment.
- F) Sale and/or auction table.

3. DEMONSTRATORS:

- A) Who: Anyone involved in sugar art – cake decorators of any skill level (include youth), bakers, chefs, caterers, garnishers, dietitians.
- B) Related interests: home extension agents, home economists, florists, photographers, small and home business specialists, crafters (napkin folding, ribbons and bows, candles).
- C) Call and/or write the individuals and ask their willingness to demonstrate.
- D) Be sure to thank your demonstrators: thank you card/note, small gift, money if feasible, provide accommodations if possible for out of town demonstrators.

4. FOOD

- A) Potluck – ask them to bring the recipe.
- B) Catered – be sure cover charge will cover price.
- C) Brown Bag – everyone bring their own.
- D) Local restaurants – individuals order off the menu.

5. FUND RAISERS:

- A) Pass the hat
- B) 50/50 drawing
- C) White elephant sale
- D) Decorating equipment auction
- E) Surprise raffle
- F) Recipe and pattern booklet
- G) Silent auction
- H) Craft sales
- E) Sell what demonstrators produce
- F) Brown bag auction
- G) Brown bag raffle

5. DOOR PRIZES (NOT NECESSARY)

- A) Donated items or anything you can find that is appropriate.

7. COSTS

Fees to be determined by costs incurred (plus a little for the membership/Chapter account).

8. BUSINESS MEETING:

Keep it short! Sweet! and to the Point!!!

- 9. Try to choose a day and months that stay the same, so that members can mark their calendars in advance. Example: third Sunday in months January, April, July and October.

- 10. Send newsletter a minimum of two (2) weeks prior to the Day of Sharing date, with meeting information.

11. THINGS TO BRING TO DAY OF SHARING:

- A) Your latest newsletter to your members
- B) A copy of the latest ICES newsletter
- C) Schedule of important dates
- D) Copies of forms for Convention/Midyear for members without internet access. (Include registration and hotel reservation forms; list of demonstrators for convention)

PEOPLE ATTEND ICES DAYS OF SHARING FOR – INFORMATION, FUN, FOOD & FELLOWSHIP