

SAMPLE: Weekly Checklist for After-Market Procedures

Market Date: _____ .

Done	Task	Notes	
	Coupon redemptions – use cash in green bag to replace \$ paid out; put data in Redemption Chart	Under “Advertising & Promotions”	
	Do up Stall Fee deposit sheet in Excel workbook – update correct data and enter money collected		
	Do up bank deposit sheet to match Excel workbook sheet		
	Copy Excel workbook sheet to ‘new workbook’, save in “Deposits”		
	Do up General Store sheet in Excel workbook – update correct data		
	Do up bank deposit sheet for General Store		
	Copy Excel workbook sheet to ‘new workbook’, save in “Deposits”		
	Email both Stall Fee and General Store deposit documents to Helen and Lindsay		
	Assign seniority points in Excel workbook based on attendance (members only)		
	Assign any additional seniority points based on other vendor contributions		
	Finish updates to Excel workbook	Ex. Weekly numbers page	
	Any follow up needed? With a vendor? Incident report? Nonprofit? Customer?		
	Re-stock General Store products, to top up inventory to usual ‘start’ quantities		