## **SAMPLE: Weekly Checklist to Prepare for Market Day**

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Mai Ke	l Dale:

General Store inventory is packed and ready in totes  Water in fridge  Late afternoon on Tuesday  Market map created  Fee collection sheet created  General store sales sheet created  Totes taken over to alley  If no rain in the forecast  Cheque for musician signed and put in excel workbook  Any other cheques needed – write and sign  Email vendors if needed about market day  Organize any paperwork needed at market, put on clipboard or in file tote  If forecasted rain, email Ariana to cancel/postpone musician  Email any casuals you aren't sure about, are they coming?  Special event preparations  Have separate 'Event Plan' template and checklist  Arrange with Lindsay and/or Gillian if any staff assistance is needed for market day  Weekly update to our FB and Twitter pages	Done	Task	Notes	
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