

SAMPLE: Weekly Checklist to Prepare for Market Day

Market Date: _____ .

Done	Task	Notes	
	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	Musician listed on our poster	
	Any other cheques needed – write and sign	Ex. Kids program, petty cash, etc	
	Email vendors if needed about market day		
	Organize any paperwork needed at market, put on clipboard or in file tote	Ex. Sales data forms and envelopes, new vendor forms that need signing,	
	If forecasted rain, email Ariana to cancel/postpone musician	Don't cut cheque either, bring blank	
	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	Ex. Selling tickets, fundraiser, special event, extra person on hand	
	Weekly update to our FB and Twitter pages		