**FMO End of Market Day Report Template– revise to make it your own**

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| **Date: DD/MM/YYYY***. Keep on file for 1 year* |
| **Weather:** |
| Temperature: |
| Storm advisories, watches or warnings |
| **Special event or promotion:** |
| **Number of vendors:** (provide list or names of vendors that did not attend and any daily vendors that did) |
| **Vendor enforcement issues**: |
| **Customer issues** (compliments/complaints, lost and found etc) : |
|  |
| **Incidents or incident reports** (if reports, attach them) |
|  |
| **Market staff:** |
|  |
| **Volunteers:** |
|  |
| **Any issues requiring attention or follow-up:** |
| **If so, what actions are required and by whom”** |
| **Other notes:** |
| **Form Completed By** (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date signed: DD/MM/YYYY** |