**FMO Market Day Check List Template – revise to make it your own**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *Keep on file for 1 year*

DD/MM/YYYY

**BEFORE MARKET OPENS TO CUSTOMERS CONFIRM**

|  |  |
| --- | --- |
|  | The weather report: |
|  | Any Weather Advisories/Watches/Warnings: |
|  | Today’s Special Events or Activities: |
|  | Vendor Count (check for last minute cancellations) & Stand Layout for the day |
|  | Market site is as required in the agreement with the host/landlord |
|  | Vendor stand area is clean and free of obstructions/debris or parked vehicles |
|  | Customer parking is ready and free of obstructions and debris |
|  | Water service is on & operating |
|  | Electrical service is on & operating |
|  | Washrooms are clean & open |
|  | Storage area open and inventory good for the day |
|  | Required safety equipment (megaphone, mobile phone, etc.) is charged & operating |
|  | Temporary market signage & A-Frames put out (not if weather is threatening) |
|  | Entrance, exit and wayfinding signage and traffic barricades or pylons are in place |
|  | Garbage and recycling containers are put out |
|  | Vendors are in their proper locations and within their stand lines |

**JUST BEFORE MARKET OPENS: WALK AROUND TO ENSURE**

|  |  |
| --- | --- |
|  | Aisles & walkways are clear of obstructions |
|  | Any trip hazards are addressed or clearly marked or identified |
|  | Any electrical cords on the ground are clearly marked and secured |
|  | Vendors are setup inside stand lines |
|  | Vendor vehicles are in the stand or parked off site as required |
|  | Vendor canopies are properly anchored |
|  | No vehicles are blocking aisles & walkways |

**DURING THE MARKET DAY: WALK AROUND TO ENSURE**

|  |  |
| --- | --- |
|  | Aisles and walkways are clear of obstructions and debris |
|  | Customer parking is free of obstructions and debris |
|  | Vendors are operating inside their stand lines |
|  | Temporary signs are safely in their positions |
|  | Washrooms are clean and well stocked |
|  | Garbage and recycling containers are emptied as required |
|  | Outstanding vendor fees have been collected |
|  | Market rules and regulations are being followed |

**AT THE END OF THE MARKET DAY**

|  |  |
| --- | --- |
|  | Ensure vendors safely access their stands with vehicles |
|  | Ensure vendors remove all products, equipment and garbage |
|  | Confirm the water & electrical systems turned off & stored or closed off as required |
|  | Confirm temporary market signage and entrance, exit and wayfinding signage has been accounted for and properly stored |
|  | Confirm all safety and operating equipment is accounted for and stored |
|  | Confirm buildings or storage areas are locked |
|  | Confirm the site is left as required in the agreement with the host/landlord |

**Form Completed By (print name**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date signed**\_\_\_\_\_\_\_\_\_\_\_\_

DD/MM/YYYY