

SATURDAY Market Checklist

PRIOR TO MARKET:

- Lauren will send list of pre-paid Saturday vendors; if you do not receive by Wednesday morning, prod her for it; *Space-Available Vendors who pay Saturday, get the following Wednesday free- it must be the following Wednesday, not one from a week ago... they will try to pull this mess*
- Coordinate for pass-off of card reader/machine/paperwork/etc

BRING TO THE MARKET/ HAVE ON HAND:

- Sound system for music (make sure the batteries are charged or you have fresh ones)
- Binder with market maps and report forms
- EBT stuff:
 - Sales forms
 - Machine + extra paper rolls - Make sure it's charged and working! :)
 - Signage
 - Toolbox of coins + quest tokens
 - A way to keep vendor returns separated from non-purchased coins (I used to use a bag, but Mandy switched the system around so no clue...)
 - 4 x 1 receipt book
- Merch stuff:
 - cash box
 - Market bucks for paying musicians, etc, or getting snacks for the staff
 - bank of \$200 in \$1s and \$5s
 - receipt books
 - sales forms
- Vendor payment stuff:
 - receipt books
 - money bag (to keep vendor payments separate from others)

PRE MARKET (8:30-10AM):

- Before Market Day:
 - Social Media Posts (sprinkled throughout week but esp. Wed., Friday, Saturday)

- Market Newsletter (usually sent out on Wednesdays to remind folks of both market days)
- Manager, who has the map should arrive by 8:30am (tell space available vendors they can't arrive before this time - if they do, they tend to set up wherever they feel like it); others can arrive by 9am (EBT and Greeter)
- Open the Ocean Drive gates (most likely a vendor has done at least one side)
- Put out Entrance and Exit road signs; make sure NO PARKING road signs are up right and spaced
- Unlock porta-potties and fill hand washing station; good idea to have hand sanitizer here as well
- Set up EBT station
- Set up merchandise
- Set up tables/ chairs
- Place space available vendors as they come in
- Monitor parking lot to ensure that no vendors are in the customer parking and that they are taking a long time to unload their cars (this can cause unloading bottlenecks)
- Put out trash cans (one by porta potty and one near information booth)
- Set up hand-washing station by Info Booth + Drinking Water station
- Set out hand sanitizer at the entrance and Info Booth (with the hand washing station)
- Monitor to ensure cottage food vendors have proper labeling and signage
- At 9:45am - make sure all cars are parked and not in the market (no one should be driving in, but sometimes they leave cars in pathways) - put up saw horse barriers

DURING THE MARKET (10AM - 3PM SATURDAY)

- Collect fees- \$__/Saturday + following Wednesday, \$__/membership fee; if new member, they must complete online membership application prior to vending; give receipts and keep copies/money in Saturday Vendor Money Bag
- Complete daily Market Log- do all, but most importantly: visitor counts!
- 2pm- set up barriers (saw horses) to keep cars out of market
- Monitor for pets, smoking, and other rule breakers
- Operate EBT Machine and record all necessary data; be sure to close out batch
- Sell merchandise and record in sales log
- You can start breaking down the INFO Booth at 2:45pm if its slow and there's a lot of merch, etc. to put away

After the market (3-3:30pm; reporting after hours)

- 3pm- remove saw horses, drain hand-washing station, lock toilets; refill jugs at Wash Board or Safeway if necessary- lock trash can large bathroom
- Empty trash and replace with new trash bags
 - Usually ALIBI will take it for you
- EBT set up for receiving vendor reimbursements (vendors will try to come before 3pm and we don't allow that because it can get really busy in the summer; we can make exceptions for extenuating circumstances)
- Lock bathrooms, pull out and refill water in hand washing station;
- Ensure all employees have filled out timesheets
- Ensure log is completely filled out
- Coordinate pass off of EBT machine/ coins
- Complete EBT, Vendor Fees, and Merch reporting
- Lock the entrance gate; remind vendors if they are the last to leave to close other gate
- Follow up with any vendors needing additional assistance/guidance