

Wednesday Market Manager Checklist, 2021

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

DURING THE MARKET (ARRIVE BY 12:45PM)

- Unlock bathrooms, pull out and refill water in hand washing station
- Set-up Info Booth- pull out the drinking water dispenser, hand washing stations, chairs, and table cloth; no merch sales on Wednesday (subject to change)
- Place vendors- see map or ask Marsha which spaces are open
- Collect fees- \$__/Wed. only, \$__/membership fee; if new member, they must complete online membership application prior to vending; give receipts and keep copies/money in Wednesday 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
- If vendors want space on Saturday, they must contact Lauren; email is best: manager@homerfarmersmarket.org or 299-7540
- Operate EBT Machine and record all necessary data; be sure to close out batch

AFTER THE MARKET (LEAVE AROUND 5:15-30PM)

- 5pm- remove saw horses, drain hand-washing station, lock toilets; refill jugs at Wash Board or Safeway if necessary- lock in large bathroom
- Coordinate with Lauren to return machine/coins/etc.
- Lock bathrooms, pull out and refill water in hand washing station; break down Info Booth and lock up- leave Binder/Money bag _____

