

3-5 Months to Opening	Done ?	Category	Tasks
		Governance	Set Annual Budget with the Board
		Governance	Create/Update Vendor Application + Rules
		Governance	Draft Job Descriptions (if hiring additional staff)
		Paperwork	Get Location Permitting in Order
		Paperwork	Submit all Food Access Applications
		Paperwork	Submit Annual Membership Forms for WSFMA
		Sponsorship	Set Sponsor Info Packet + Deadline
		Sponsorship	Make Sponsorship Asks
		Sponsorship	Public Call for Sponsors
		Sponsorship	Sponsor Invoices + Tracking
		Sponsorship	Thank your sponsors as they pay!
		Communication	Set Vendor Meeting Date
		Communication	Update Website with Opening Days & Vendor Rules/Application Details
		Logistics	Create a Music & Events Schedule (know how many hours of music are in your budget!)
		Logistics	Set a social media post schedule
		Logistics	Make a signage checklist - for at the market and for marketing the market!
		Logistics	Draft your site plan
		Logistics	Identify your ideal vendor balance
2 Months to Opening	Done ?	Category	Tasks
		Governance	Post Open Jobs & Start Hiring Interviews
		Paperwork	Update or Get Insurance
		Paperwork	File Health Dept Paperwork
		Logistics	Equipment Inventory & Assess Needs
		Logistics	Do you have enough tokens??
		Governance	Run equipment budget by the board
		Logistics	Start buying any necessary new equipment!
		Logistics	Create music/entertainment application
		Communication	Post on Social Media to recruit musicians
		Communication	Announce Vendorship Meeting Time
		Communication	Draft your poster (Use design checklist from Kim Nelson & attend the graphic design class she is giving at the next Member Market Meeting!)
1.5 Months to Opening	Done ?	Category	Tasks
		Governance	Start Checking Vendor Insurance
		Logistics	Plan a manager's week off in the middle of the season!?
		Logistics	Make a volunteer plan and sign-up form
		Logistics	Schedule Musicians as you go, get those opening weeks booked first if possible
		Communication	Announce Volunteer sign-ups
		Communication	Finalize & Print Posters!
1 Month to Opening	Done ?	Category	Tasks
		Governance	Get additional staff's Time-Off Requests + Payroll Forms
		Sponsorship	Finalize Sponsor Banner design & Send to printers!
		Communication	Finalize any other signage & send to printers
		Communication	Set & share volunteer schedule
		Communication	Post Posters!
		Communication	Submit an announcement article to the local newspaper
		Logistics	Update & refill Manager Binder
		Logistics	Prep Volunteer timesheets
2-3 Weeks to Opening	Done ?	Category	Tasks
		Logistics	Prep staff timesheets
		Logistics	Prep for vendor meeting
		Logistics	Hold Vendor Meeting
		Communication	Communicate plans with volunteers
		Communication	Social media & email list reminders!
		Communication	Send volunteers details
1 Week to Opening	Done ?	Category	Tasks
		Communication	Social media & email list reminders!
		Communication	Send first volunteer reminder email
		Communication	Send vendor reminder email (if applicable)
Opening Day	Done ?	Category	Tasks