

---

# SEASON PREP CHECKLIST

---

**NOTES ARE BEING TAKEN FOR YOU!**

Every bullet point will be listed in a spreadsheet available for download in Boot Camp Resources!

# BIG-TICKET ITEMS

**RULES**

**APPLICATIONS**

**PERMITS**

**FOOD ACCESS**

**SITE PLAN**

## SEASON PREP CHECKLIST

**3+ MONTHS BEFORE OPENING**

- Vendor Application + Rules
- Announce applications via social media & email
- Get Location Permitting in Order
- Submit all Food Access Applications
- Make a signage checklist
- Draft your site plan
- Identify your ideal vendor balance
- Set Annual Budget with the Board
- Draft Job Descriptions (if hiring additional staff)
- Submit Annual Membership Forms for WSFMA
- Prep, solicit, & thank for Sponsorship
- Update Website with Opening Days & Vendor Rules/Application Details
- Create a Music & Events Schedule (know how many hours of music are in your budget!)
- Set a social media post schedule
- Set Vendor Meeting Date

# BIG-TICKET ITEMS

**INSURANCE**

**HEALTH DEPT**

**EQUIPMENT**

**POSTER**

## SEASON PREP CHECKLIST

### 2+ MONTHS BEFORE OPENING

- Start accepting vendors!
- Post Open Jobs & Start Hiring Interviews
- Update or Get Insurance
- File Health Department Paperwork
- Equipment Inventory & Assess Needs
- Do you have enough tokens??
- Run equipment budget by the board
- Start buying any necessary new equipment!
- Create music/entertainment application
- Post on Social Media to recruit musicians
- Announce Vendorship Meeting Time
- Draft your poster



WSFMA Members:  
Get poster design advice  
at the next Member  
Market Meeting!

# BIG-TICKET ITEMS

“DESK AUDITS”

VOLUNTEERS

POSTERS

## SEASON PREP CHECKLIST

### 1.5+ MONTHS BEFORE OPENING

- Continue accepting vendors
- Start checking vendor health department paperwork
- Start checking vendor insurance
- Plan a manager's week off in the middle of the season!?
- Make a volunteer plan and sign-up form
- Schedule Musicians as you go, get those opening weeks booked first if possible
- Announce Volunteer sign-ups
- Finalize & Print Posters!



If you don't normally, please take a moment to look at your own life schedule for the whole season.

Think about your future self now - you will thank you!



# BIG-TICKET ITEMS

**ONBOARDING**

**PRINTING**

**CHECK-OUT PLAN**

**MANAGER BINDER**

## SEASON PREP CHECKLIST

**1+ MONTH BEFORE OPENING**

- Get additional staff's Time-Off Requests + Payroll Forms
- Finalize Sponsor Banner design & Send to printers!
- Finalize any other signage & send to printers
- Set & share volunteer schedule
- Hang Posters!
- Submit an announcement article to the local newspaper
- Update & refill Manager Binder
- Prep Volunteer timesheets
- Prepare vendor check-out system
- Prepare data collection sheets

# BIG-TICKET ITEMS

## VENDOR MEETING

**REMINDERS!**  
**REMINDERS!**  
**REMINDERS!**

## SEASON PREP CHECKLIST

### 2-3 WEEKS BEFORE OPENING

- Prep for vendor meeting
- Hold Vendor Meeting
- Prep staff timesheets
- Communicate with volunteers
- Social media & email list reminders!

### 1 WEEK BEFORE OPENING

- Social media & email list reminders! Perhaps an opening day countdown?
- Send volunteer reminder email
- Send vendor reminder email (if applicable)

# QUESTIONS?

**REMEMBER: NOTES WERE TAKEN FOR YOU!**

Every bullet point will be listed in a spreadsheet available for download in Boot Camp Resources!

# SEASON WRAP UP CHART

	VENDORS	STAFF	BOARD	PUBLIC & VOL.	STAKEHOLDERS
<b>DATA</b>	Individual Sales Summary	Big Picture Numbers	Detailed Numbers	Big Picture, Annual Report?	Big Picture, Annual Report?
<b>SEASON EVALUATIONS</b>	Vendor Meeting or Poll	1:1 Meetings or All-staff Meeting	Observations, Highlights & Lowlights	Customer Poll	Meet with site host!
<b>EQUIPMENT REVIEW</b>	Vendor Meeting	Storage Inventory & Notetaking	Replacements & Upgrades	Customer Poll	Meet with site host!
<b>THANK YOU'S</b>	Via email, social media &/or note	Via email, social media &/or note	Thank BM's that are leaving!	Social media, newsletter	Board can help here!
<b>CELEBRATION</b>	Vendor Meeting	All-staff meeting /dinner/coffee	Social Board Gathering	Fundraising Opportunity!	Fundraising Opportunity!



# QUESTIONS?

**REMEMBER: NOTES WERE TAKEN FOR YOU!**

The wrap up chart will be available in the Boot Camp Resources!