**Leavenworth Market Opening Tasklist**

⬜ Set out parking lot cones and chalkboard to redirect traffic. Leave LOTS of space between booth markers and the new driveway path.

⬜ Measure out 10.5’ booth spaces with white flags and measuring tape. Start at the Parking Lot end of market.

⬜ Put replacement parking signs on back row of parking lot using clips.

⬜ Set out blue sandbags for music.

⬜ Set out blue sandbags for Manager & rotating artisan tent. Unload any extra sandbags behind Manager tent.

⬜ Bring out tents: Blue manager tent + 2 white tents. Drop one white tent on Music pad.

⬜ \*BEFORE OPENING TENTS\* Bring out all other manager tent gear.

⬜ \*BEFORE OPENING TENTS\* Bring out power cord box and set the Clover POS on the charger. Ensure it is charging. Take one blue power cord to the music tent.

⬜ Open all market-owned tents & attach weights securely.

⬜ Bring out hose and y-valve. Hook up the hose with y-valve and turn on water (leaving y-valve switches off).

⬜ Set up Manager booth.

⬜ Banners on the front of Manager and Posy tents.

⬜ Sponsor banner on the back of Manager tent.

⬜ EBT & FMNP A-Boards out.

⬜ Market hours chalkboard out near center aisle.

⬜ Music Sponsor sign out.

⬜ Title Market Sponsor sign out.

⬜ Garbage bins lined and set out.

⬜ Blankets and kids play mat set out.

⬜ Water station filled half way and set up.

⬜ **8:15am:** Call all missing vendors. **\*Leave a message and follow with a text** if they don’t answer\* If any vendors say they are not coming, see if you can still fill in the gap they left by moving someone else’s booth.

⬜ **8:30am:** Direct all vendors to move their cars into the gravel lot. Specifically ask *each* vendor if they have removed their car from the paved lot and **tell them to pull all the way forward** in the gravel lot. The only exceptions are the vendors who can park right behind their tent.

⬜ **8:45am:** Set out the big feather flag sign ~25ft (two tents worth) back from the sidewalk.

⬜ Retrieve the POS, turn on POS & walkie-talkies, count starting-till cash and take note.

⬜ Check that POS is connected to Library WiFi.

⬜ Collect booth marker flags

**Leavenworth Market During Market Checklist**

⬜ For every EBT (Food Stamp) transaction, you must give them a receipt, whether they ask for it or not. It’s the law!

⬜ For every EBT transaction, fill out the blue SNAP Market Match Tracking Form.

⬜ **9:30am: Headcount 1**

⬜ Down time activity: check on the parking lot & our cones; count out bundles of 10 SNAP Match vouchers

⬜ **10:30am: Headcount 2**

⬜ Down time activity: check that you have a manilla envelope with sales report for each vendor ready to go.

⬜ Add new envelopes/sales sheets for any new vendors.

⬜ **11:30am: Headcount 3**

⬜ Down time activity: go chat with some vendors - especially if they have sold out and are bored. Get to know them!

⬜ **12:30pm: Headcount 4**

⬜ **12:45pm**: Distribute envelopes to vendors.

⬜ **1pm**: Take down feather flag sign.