



Farmers Market Pre-Season Check List

Food Access Programs

FM Check List for “Now”

- Include food access program policies and expectations in Vendor Applications and Rules
- Remind vendors about FMNP application deadline
- Info Review: Bank Account, FNS Permit, info by program
- Review budget
- Sponsorships and other funding
- Check website
- Schedule special events (in sync with music and other events)
- Set social media/outreach schedule

FM Check List for “Next”

- SNAP token/scrip inventory – do you have enough?
- Signage inventory
- Run equipment/supplies budget by board (dept)
- Order equipment/supplies
- Design poster check for correct info, logos
- Print and post
- Vendors?
- Make volunteer plan and sign ups
- Prepare data collection forms

FM Check List “Opening Day”

- Communication with Vendors
- Communication with Volunteers
- Update/Clean up email distribution lists
- Social media
- Test equipment
- Train volunteers/staff
- Print forms/how-to's