



## Pre-paid event checklist

A pre-paid event is any event that has been paid for ahead of time for their guests.

\*Weddings, Office Parties, College Events, etc.

### Prior to selling on the cart:

- Clock-in to appropriate shift
- Read notes or follow up on anything you need to know about the shift
- Call the contact to ask any questions after reading the notes. Confirm the time, parking info, pop quantity and flavors
- Review all other instructions associated with the event you are going to

### Preparing the Cart

- Pull pops from the freezer
  - Confirm quantity and flavor requirements
  - Make note of the quantity you're taking out
- Remove tops with a safety blade - be careful not to puncture the pops
- Place into cart so the boxes are as close together as possible
- Push cart out of the way
- Grab a chalkboard, make sure it's erased, and set it on top of the cart
- Grab a rainbow umbrella. Make sure it's working properly before taking it to the event

- Grab chalk, paper towels, and any other supplies needed for the event

### Slinging During Your Shift

- Position your cart in the highest traffic/visible location possible
  - If assigned a specific spot, go there
- Set up umbrella
- Write out chalk board
  - Fruity flavors first, then creamy/dairy.
  - Write the least popular to the most popular flavors for both categories
- Create UMOHs!!

### End Of Shift

{Enter any details specific to your operations and how you want your slingers to finish their shifts.}