

In House Meet Snack Stand Coordinators (1-2)

Board Contact: equipment@cswimming.ca

Time Frame: 1-3 times a year during in-house meets

FPP: It is worth 4 FPP points per meet.

Responsibilities:

3 weeks prior to the meet:

1. Connect with CW board contact to ensure that UW will allow the snack stand to run
 - a. Please indicate the quantity of tables/chairs needed so that UW can provide them

Once permission is granted:

- a) Please review items purchased/sold at previous snack stand, and review inventory of items remaining
- b) propose plan to Board Contact for new items or to replenish items
- c) Purchase non-perishable items for the new snack stand at least 1-2 weeks ahead of time *** please keep track of all spending and receipts
- d) Create plan for other “non-food” items needed for “day of meet” including directional signs, menu signs, tape (painter’s tape only), marker, change box

Minimum 1 week prior to the meet:

- Draft email for Board Contact to send to Club with information on available items, and request for small change/cash only
- Decide how many volunteers needed are needed to support set up/ tear down/ supervision of snack stand
- Create and share a google form (or similar) with Board Contact to email to membership requesting “day of” volunteers to fill these roles (1FPP point for each volunteer)
- Suggest to have change available (\$40-50 in loonies/toonies) for those that may need it
- ** or you can choose to request exact change only **

Day before Meet:

- Purchase sensitive or perishable items day before or day of meet
- Connect with volunteers via email to ensure everyone understands what is expected

Day of the Meet:

- Plan to arrive 30 minutes before warm up starts to set up
- Set up should be in BLUE NORTH (outside the gallery near our exit doors) unless otherwise indicated.

*Please only use painter’s tape to hang any signage in the gallery and PLEASE make sure that you remove all signage/ clean up all garbage. Thank you!

Within 1 week after the meet:

- Provide summary to Board Contact after the meet with inventory levels, cash spent, cash recouped, items that worked well, things you would change for next time
-