

Holiday Faire Participant Checklist

Between now and Friday:

- ☐ Total your expenses for your products
- ☐ Get your cash box/change fund ready - have at least \$40 in \$1's and \$5's
- ☐ Gather items listed below that are required for your booth

Schedule for the Day of the Holiday Faire

7:15 AM Arrive to set-up booth in the Multi – see *SET-UP* below
8:30 AM Normal start for school
12:15 PM Vendor dismissal; vendors eat lunch then go to Multi
1:00 PM Faire opens to the public
4:00 PM Faire closes – see *CHECKOUT* below

SET-UP in the Multi begins at 7:15 am on the day of the Holiday Faire:

You MUST check in with a volunteer to receive your badge and lanyard.

Have with you:

- ☐ Your products (note: *All food items must be individually wrapped before entering the Multi*)
- ☐ Cash box and change fund
- ☐ Folding table, approximately 3' x 3' or 4' x 2' or 6' x 2' (Chairs will be provided.)
- ☐ Tablecloth (preferably fabric), decorations for your area and tape if you need it
- ☐ Sign or poster listing your products/prices
- ☐ Refillable water bottle
- ☐ Pens/pencils/erasers to record sales
- ☐ Calculator (optional)
- ☐ Supplies – e.g. tools to repair product, wrapping for fragile items, bags
- ☐ Spending money – *keep it separate from your cash box.*

CHECKOUT begins at 4:00 pm. *You may not remove your booth before 4 pm.*

Take with you to the checkout tables on the stage:

- ☐ Completed Profit Statement
- ☐ Cash to pay your 10% of profit donation to Blach PTA

Ready to leave the Multi? Make sure you:

- ☐ Checked-out, cleaned your area, removed the tape from the floor, put away your chairs in the cart, and returned all lanyards
- ☐ Received your deposit