

BANDSTANDERS

COMMITTEE BEST PRACTICES MANUAL

EVENT: Flea Market

TOTAL TIME COMMITMENT: 4 Months per sale- Chairperson
5 hours (day prior to sale)- Chair/Volunteers
12-15 hours (day of sale) – Chairperson
3 hours (day of sale)- Volunteers

NUMBER OF VOLUNTEERS NEEDED: 75-100 total parent/student (includes Chairperson, Co-Chairs for concessions, parking, treasure booth and Volunteer Coordinator).

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: Preparing, printing, mailing, and receiving vendor contracts; communicating with vendors and assigning vendor spaces; preparing and installing Flea Market signs; set up on Saturday prior to sale; working clean up, concession, parking, and treasure booth areas day of sale

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): Computer with Word and Excel, band truck for treasure booth, concession trailer, tents from band garage, (9) two-way radios from band closet; filled propane tanks for grills, chain from band garage to mark vendor spaces; (5) barriers from band garage to block entrances during sale; see attached list for additional items

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): Concession Co-Chair will coordinate this area.

WHERE/HOW TO ORDER SUPPLIES: Concession Co-Chair will coordinate this area.

ADDITIONAL SUPPLIES NEEDED: Be sure to check grill propane tanks and exchange as needed prior to event. Normally empty grills are exchanged at Lowe's, but any location is OK.

SET UP GUIDELINES (When? Where?): Make arrangements to have band truck with tables brought to High School commons area Friday night or Saturday morning prior to sale.

On Friday evening, have volunteers available to set up and mark parking lot 5:00pm. – 7:00p.m. Time might need to be adjusted, due to other scheduled events at school that day and cars on parking lot.

On Saturday morning prior to event, arrive at commons area approx. 8:30-9:00 a.m. to get things ready for Treasure Booth drop off.

Arrive at 4:30 a.m. day of sale for set up.

Be sure to lock band truck with Treasure Booth items prior to leaving Saturday!!!

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): **High School Athletic Office to reserve commons area and parking lot for Saturday and Sunday of the sale weekend. Reserve future sale dates on school calendar as far in advance as the school will allow.** High School printing center is used for printing contracts, flyers, and handouts.

WHO TO CONTACT WITH QUESTIONS: Fundraising Chairperson, Bandstanders Treasurer, Bandstanders Chairperson

ADDITIONAL COMMENTS: The annual Flea Markets are held the first Sunday in May and second Sunday in September. A box with information containing Word and Excel files, templates, applications for permit, and other needed items will be provided by the past Flea Market Chairperson.

SEE ATTACHED CHECKLIST TO FOLLOW FROM BEGINNING TO END OF SALE PROCESS

Chairperson Checklist

Flea Market Date:

Four Months before ()

- _____ Update mailing list of vendors – remove vendors prior to last 4 markets
- _____ Print Applications/Contracts (LHS Print Shop)
- _____ Confirm future dates for Flea Markets (May is 1st Sunday, Sept is 2nd Sunday) with District. Application can be obtained from Activities Office 729-2400 x 1701 (Sandy Klein). Reserve future dates on school calendar as far in advance as the school will allow. This is critical to insure acceptable dates since district calendar fills up quickly

Three Months before ()

- _____ Mail Applications/Contracts to Vendors
- _____ Review signs for updates and/or replacement
- _____ Apply for permit from St. Louis County 314-615-7866 (Contact ???)
Permit is required and takes 4 – 6 weeks to obtain; **\$63.00**
- _____ Confirm Concession person applies for Health Department Permit

One Month before ()

- _____ Setup 3 large ground signs at HS, Sperreng MS, and Sappington- **30 Days Advance Max!** Setup smaller signs at Crestwood, Long, Kennerly, Truman, Early Childhood Center
- _____ Reserve 30 tables from High School/also confirm barricade availability 729-2400 x 5602 - Ask them to load in one of the band trucks
- _____ Contact High School for custodian (**4:45 a.m. – 4 p.m.**) 729-2400 x 1540 (Ron Lindsay)
- _____ Contact High School for security 302-7777- **7:30a to 3:30p (\$25.00 hr x 1)**
- _____ Print Volunteer sign up sheets to have available at Bandstanders Meeting
- _____ Prepare & have printed 180 flyers for next flea market to be distributed to vendors
- _____ Send Ad Material to Newspapers and Radio Stations- **3 Weeks Prior**

Two Weeks before ()

- _____ Assign new vendor spaces after cutoff date
- _____ Confirm all permits in order
- _____ Flyers to all elementary schools and middle schools (Copy Center-Administration Office)
- _____ Meet with band section leaders and provide them student volunteer sign up sheets

One Week before ()

- _____ Confirm reservations for tables
- _____ Confirm custodial assistance
- _____ Confirm cash boxes with treasurer
- _____ Obtain First Aid box from Bandroom

One Day before ()

- _____ Prepare final vendor layout plan and vendor list
- _____ Copy lists and maps
 - 3 alpha lists with row # & space # only
 - 3 – 6 alpha lists with row # & space # and map on back
 - 1 alpha list, space # list, & map
- _____ Mark vendor spaces – Be sure to have multiple people marking/bending down to save knees.

Day of Flea Market

Distribute radios – Be sure to provide custodian and police officer with a radio!

Distribute final layout plan and vendor list

Assist vendors with assignments

At around noon, distribute flyer to vendors noting 3 p.m. end time and date of next flea market

Begin Cleanup at 3:00

Remind student helpers that we want to leave the grounds cleaner than we found them.

Pick up signs from Elementary Schools, High School, and Sperreng

Miscellaneous Supplies

Duct Tape- **(6 Rolls Chalking Lot, 10 Rolls Taping Lot)**

Markers/Sharpies- **(1 Box, Large Chisel Tip)**

Masking Tape- **(1 Roll)**

Chalk- **(12 Sticks of White Minimum)**

“Caution” Tape- **(1 Large Roll)**

Sign Lettering Information

(6) Small Signs- **Date 1-1/2” Tall, 9” Long Max (12 Total)**

(3) Large Signs- Home # 5” Tall, 51” Long Max (6 Total)

Date 6” Tall, 26” Long Max (6 Total)

Vinyl W/ application tape backer

Dark Green