

# BANDSTANDERS

## COMMITTEE BEST PRACTICES MANUAL

**EVENT:** Treasure Booth- Flea Market

TOTAL TIME COMMITMENT: Saturday-AM / Sunday- all day

NUMBER OF VOLUNTEERS NEEDED: 10 - 12 for set up  
4 – 6 for each shift  
8 - 10 for clean up

AREAS OF RESPONSIBILITY FOR VOLUNTEERS:

**Saturday-** help unload cars; help unpack and price items; load band truck  
**Sunday-** Unload band truck; sort and arrange items; tidy items during sale; work in pay area; help pack at end of sale

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): (8) bungee cords, a band truck, tables (provided by school district), extension cord, 3 – 4 calculators (usually in cash boxes provided by Bandstanders, “Pay Here” sign, (2) banners

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): NA

WHERE/HOW TO ORDER SUPPLIES: NA

ADDITIONAL SUPPLIES NEEDED: Pens, pencils, circle stickers for pricing, tape (scotch & blue painter’s tape)

SET UP GUIDELINES (When? Where?): Treasure Booth is set up in corner of commons area on LHS campus during spring and fall flea market

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): NA

WHO TO CONTACT WITH QUESTIONS: Flea Market Fundraiser Chairperson

ADDITIONAL COMMENTS: During months and weeks prior to event, prepare handouts for Bandstanders meetings to reminder everyone to save items for donation and also coordinate reminder e-mails to be broadcast to band families.