

CAR BOOT SALE - ACTION LIST 2016.**2 Weeks before**

1. Advert to Northern Times by Monday of week – (CM)
2. Update website with date of next sale. (JMS)
3. Confirm bookings by email with T&C attachment (currently JMS)
4. Notices around the town in April to incl all dates for 2016 (JMS)
5. Start soliciting raffle prizes or buy in up to £20.00 worth (suggest Homebargains or LIDL)
6. Organise someone to do kitchen, raffle, car park all cars to leave except Sellers/Mobility problems
7. Order bacon from Gavin in Nisa, generally 80 slices
8. Solicit fresh baking

1 Week before**MONDAY**

1. Put out street signs in Square with A2 notices in cupboard under stair
2. Put out A9 signs at Trentham Evelix and West Church Hall. (APM)
3. Order 3 doz rolls from Gows or Co-op to be collected 9.00 on Saturday morning
4. Buy coffee/tea/biscs as needed -check DADCA cupboard first

FRIDAY

1. Float of £80.00 in £1.00 and 50ps (£40.00 raffle, £40.00 kitchen) from Paddy
2. Raffle books, signs and cashbox in box upstairs (C4951ZX). Tickets be bought at Bookshop
3. Price list for kitchen blackboard Bacon rolls £2.00 T/C c bisc £1 baking 50p
4. Collect bacon from Nisa and buy cheese for veggie option plus 2 ltrs milk/margarine.
5. Set up tables with names of stall holders and call in helpers or at 7.00am Sat if hall booked.
6. Put out 2 chairs per table(blue in chair store code C680X
7. Place police cones in parking bay at door for emergency access.
8. Lay out raffle table at main door with signs – box upstairs

SATURDAY

1. Put out Big CBS sign on gable end– in stairwell
2. Open both doors (C1478z)
3. Turn on heating in hall and Struie room if used.
4. Fill and turn on urn (takes about an hour to boil)
5. Turn on hot water in Ladies and in kitchen
6. Two tongs for handling bacon raw and cooked
7. Layout mugs, milk, sugar, teaspoons, side plates with napkins for rolls, biscs and baking
8. Tin foil under Foreman grill for drips
9. Tin foil in oven for bacon
10. Collect 3 doz rolls from Gows or Co-op and pay.
11. Slice and marge rolls.
12. Check coffee lounge looking its best and warm.
13. Float to kitchen and to raffle
14. Direct parking - ask stall holders to remove cars if not used for trading once they've set up. Check if any mobility issues.
15. Once trading starts collect £5.00 per table from stall holders
16. Claim back your costs from takings.
17. Call raffle at end of sale 12.15ish
18. Make list of raffle prize winners numbers and call them to collect prizes from Service Point
19. Tidy up hall ready for next event
20. Blue chairs back in store
21. Give takings to Paddy/Judi for banking

SUNDAY

1. Remove wayside signs (APM)
2. Remove any other signs and return to store under stairs.
3. Email to all involved with final figures and washup.

MONDAY

1. Raffle prizes to Council Service point for collection

POINTS TO NOTE

Stall Holders get first cuppa free

Tea and coffee have 1 free bisc included

Some stall holders have a preferred spot, check online list for details

If a double table booked try to give a small and a large table

If a trader they MUST display their contact details and a price list or price items individually.

If Struie room used signs are in kitchen drawer or raffle box upstairs directing traffic there from the hall.

There are clothes rails available upstairs on request

Check stall holders do not intrude on each others space.

Keep fire exits clear.

Online list :

<https://docs.google.com/spreadsheets/d/1l-HtfYIIJTmW2C6S-NEWo3flpYTkPapPBuEHWkah2-/edit?pli=1#gid=1149170375>

Updated 28/6/16