

STUDENT CHECKLIST

It is recommended that you provide your students with a checklist that includes the items or tasks you want them to remember as Market Day approaches. This list might include, but is not limited to, those listed below:

- > Complete Market Day Bid
- > Request location of table from teacher based on electrical needs
- > Create promotional materials to hang or hand out
- > Menu board and signage
- > Extension cords
- > Money bag or money pouch to keep on your person during Market Day
- > Change for money bag
- > Ice
- > Coolers/warmers
- > Serving utensils
- > Gloves
- > Tablecloths
- > Plates/bowls
- > Silverware
- > Napkins
- > Cups
- > Hire employees as needed - friends/family to help serve or take payment
- > Do you need to keep items refrigerated until lunch? If so, where will you do that?
- > Do you need to heat items before lunch? If so how?
- > Ask teachers' permission for missing class periods/blocks before and after market day(s).
- > Request homework for missing days.
- > Pay back money borrowed from teacher.

TEACHER CHECKLIST

It is also recommended that you have a checklist for yourself. This checklist should include the items or tasks you want to remember as you plan and prepare for Market Day. This list might include, but is not limited to, those listed below.

- > Administration approval of date(s)
- > Cafeteria approval/discussion
- > Put Market Day(s) on school calendar
- > Order/request tables
- > Create layout of tables
- > Electrical outlets in range of tables
- > Create a back-up plan if you are having Market Day(s) outside in case of inclement weather – get administrator approval
- > Can you hang flyers in the building? If so where? Do you need flyers approved by administrators prior to hanging?
- > Create excused passes back to class for students
- > Do you need/have access to ice?
- > Do you need/have extra coolers? – in case kiddos forget theirs
- > Do you need/have refrigerator space?
- > Do you need/have a microwave students can use?
- > Tablecloths if you are providing them
- > Gloves if you are providing them
- > Money bags or money pouch for each group if you are providing them
- > Change for each group if you are providing it
- > Do you have/need extension cords?
- > Email list of excused students
- > Get community members involved...email classroom volunteers, YE staff, etc.
- > Request homework for missing days.
- > Pay back money borrowed from teacher.