

### Cake Stall Leader Checklist

When	Action	Complete
Week before	Start making cake boxes and cookie containers	
	Organise decorations (if don't want to use bunting supplied)	
Friday	Receive email from office@rozellecollectorsmarket for position of stall	
On the day	Meet cake stall co-ordinator rep at canteen to access storeroom	
	Obtain supplies from storeroom	
	Help yourself to two tables and marquee (if not already set up)	
	Set up marquee, tables, decorations, cakes	
	Take lots of photos and use #Rozellecakestall / #rozellecollectorsmarket / #rozellepublicschool	
1pm	Start reducing prices to sell remaining cakes. \$1 for everything towards the end or \$5 to fill a bag	
2:30pm	Pack away marquee and table	
3pm	Meet cake stall co-ordinator rep to return all supplies and lock storeroom	
At end of day	Advise P&C cake stall co-ordinator of any low supplies	
	Wash tablecloths and aprons	
	Wash platters	
	Place rubbish in appropriate bins	
	Thank market staff by packing up box of leftovers for them	
	Distribute other leftovers or keep for Monday for teachers	
Monday after	Deposit funds into account at Bendigo Bank 633000 153040381 with description "Year {number} cake stall"	
	Send the cake stall co-ordinator any photos, names of people who volunteered, amount raised and what you are purchasing for a newsletter item	
Days after	Return clean tablecloths and aprons to P&C box in office	

### Wet Weather Checklist

When	Action	Complete
On the day	Cake Stall Leader decides to cancel stall	
	Contact cake stall co-ordinator rep who was meeting you to unlock the storeroom to let them know	
	Email P&C Communications Mel Daniels – admelhenry@hotmail.com	
	Mel will send a message via Skoolbag regarding the cancellation and that the stall will be held after school on Monday	
	Contact your classes to let them know	
	Organise volunteers to run stall on Monday	