

## Rotary Community Market

### Operating Instructions

Time	Activity	Details
6.30 am	Wear uniform	It is desirable for all Rotary members to wear clothes that distinguish them from the crowd. The Hi-Vis vests achieve this
6.30 am	Queue cars	Ensure that cars are queued through the lower car-park by putting witches hats across the Wilson Street driveway. Along the Wilson Street entry the cars can be queued two abreast
6.30 am	Stocktake	Do stocktake
6.30 am	Block Olive St	Place witches' hats across the Olive Street entrance at Olive Street Allocate a person to police entry to this car-park to both direct stall holders to Wilson Street entry and to prevent cars parking in the spaces allocated for church parking, up until 9.30 am when church commences. (The first church service is at 8 am but it only attracts a few people) Stall-holders in X and Y rows will need to enter via Olive Street after 7.30 am) At 9.35 am, move witches' hats from Olive Street to a position near the jumping castle at about site 10 to prevent cars entering the lower car-park from Olive Street. Also position more witches' hats close to the main building to prevent cars exiting the site via the Olive Street lane.
Pre 7.30 am	Check bookings	Check all bookings of queued cars so that they can immediately access the site at 7.30 am
Pre 7.30 am	Police roundabout	Police the Wilson/Olive Street roundabout to ensure that cars do not queue across it. (Not usually a problem)
Pre 7.30 am	Bins	Put bins out
7.30 am	Stairwells	Lock ground-level stairwells except the one near the toilets. The key is on the wall behind the door of the cage. Egress from the stairwells will still be possible, but access to upper levels will not be possible after the ground floor doors are locked.
	Toilets	Organise toilets. Check cleanliness (they are supposed to be cleaned before each market). If necessary, clean using disinfectant etc in cage. Put soap dispensers in each toilet. (Spare soap in rear of cage) Refill paper towel dispenser (but not above the two key-hole slots). Place towel dispenser on outside brick wall half-way between toilets, using the two screws in the wall at about head height. (Need to open dispenser so as to be able to see the keyhole slots. It opens without a key) Place toilet sign nearby and also garbage bin for the towels. Place garbage bin in ladies' toilet
	Tear-drop signs	Place tear-drop signs. Two at Wilson Street, two at Olive Street, one in Swift Street and one in Kiewa Street. The water-weights can be filled by using the hose from the cage to connect to the toilet tap. (A wheel barrow to carry all the bits would be useful) Alternatively, use the tent pegs provided
	Toilet sign	Place small hand-written toilet sign at bottom of ramp.

	Other signs	Place other signs, and put collection bins out, two at bottom of ramp, and one near lift
7.30 am	Allow entry	At 7.30 am allow the queued vehicles to go up the ramp and as soon as the queue has been eliminated, move the witches' hats so that direct entry from Wilson Street is possible, and detour through the lower car-park is not possible. Station one person at bottom of ramp to allow vehicle to ascend the ramp only when there are no vehicles at the top restricting entry. Station one person at top to ensure that cars head do not make the sharp turn at the top of the ramp, but instead go to the western boundary
7.30 am	Monitor sites	Position a Rotary member on each level, equipped with the relevant booking sheet for the day. Try to check that stall-holders occupy the correct sites.
7.30 am	Trestles	Collect trestle float. Open trestle store and do stocktake. Hire trestles. Extra person required to help hirers take trestles to roof.
8 am	Start counting	Man collection bins, remembering to greet customers and say "Thank you" when they donate. Use counters to count adult customers. Challenge those who do not donate to do so, but do not press the point. Two collection bins at ramp, one at lift
8.00 am	Food sign	Place "Food and other stalls upstairs" sign at top of ramp
8.30 am	Customer seating	Place 'Customer Seating' trestle and chairs out.
8.30 am	Last stalls	Last cars to enter
9.30 am	Collect Fees	Begin collecting site fees. Also check bookings for following week. Refer any requests for permanent bookings (beyond the five weeks shown on the sheet) to Bev Allen.
9.35 am	Block Olive St lane	At 9.35 am, (after church has commenced) move witches' hats from Olive Street to a position near the jumping castle at about site 10 to prevent cars entering the lower car-park from Olive Street. Also position more witches hats close to the main building to prevent cars exiting the site via the Olive Street lane.
11.00 am	Count money	Collect money from collection bins and progressively sort and count it.
Pre 12.30	No exit	Position a person at each level to prevent site-holders leaving before 12.30 am.
12.30 am	Exit allowed	Allow stall-holders' cars to leave. Desirable to have a Rotarian on level 1 at the top of the ramp to ensure that there is no conflict between traffic going down and others going up.
12.30 am	Collect signs	Collect all signs
12.45 am	Collect bins	Collect rubbish bins (NB. Not too early)
12.45 am	Unlock stairs	Unlock fire doors on lift wells
Nearly last	Clear toilets	Collect soap dispensers and towel dispenser from toilet. Don't forget the bin in the ladies' toilet
Nearly last	Paperwork	Complete stock-take and complete check list on front of folder.
Last	Check rubbish	Remove any obvious rubbish at site and then lock rubbish skip