**STALL CHECKLIST**

**FRANKSTON MAYOR’S PICNIC 2015**

**11.30 AM TO 3.30 PM SUNDAY 13TH DEPTEMBER**

**CRUDEN FARM**

**60 Cranbourne Rd, Langwarrin**

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| Marquee plus plastic sheets if weather is poor\* (marquee must be weighted) | Judy J |
| Plastic tables, chairs, table cloths \* |  Kim |
| Portable DVD player with screen, spare batteries ? | Lorraine |
| Large banner/sign (“Southern Sounds Chorus”) | Kim |
| SSC A-Frame \* | Kim |
| Photoboard | Kim |
| Fliers / handouts (recruitment flier with dates changed, includes printing) | Kim |
| Gifts / merchandise (pins, gift cards) | Kim / Aileen |
| Labels for CDs, gifts, sale items | Kim |
| Lavender/black balloons (4-5) | Justine |
| Printed copies of tags / rounds (5) | Sent via email (Catherine) |
| Pitch pipe for tags / rounds? | Christine |
| SSC / SAA / SAI background information (print 1-2 copies for volunteers) | Kim |
| **PERFORMANCE** |
| Riser boxes for performance (can deliver to marquee beforehand then main stage marquee or place at back of stage\*\*, return to St. Judes) | Penny, Ina |

\*Deliver via McLelland Drive entry from 8 am to 10.30 am (no vehicle movement after 10.30). Proceed to the stallholder site where you will be directed to our specific site. Drop off marquee etc **exit through the same gate** then proceed to the parking area.

Maximum of 20 minutes to unload for every vehicle and there is no vehicle movement on site after 10.30 am.

All stalls must be operational by 11 am (30 minutes prior to commencement of the event), and no stall is permitted to dismantle prior to 3 pm.

Bump out will take place after 3.45 pm subject to Safety Officer’s approval.

All other vehicles are to use the main parking area off Cranhaven Road – see site map.

\*\*Kim to check on the day