**Notes for Market Day Sponsor**

**(Revised February 1, 2025)**

1. Pick Up Goods - Group sponsor will pick up all market days goods at 5:00 p.m. and then deliver them all to the booth the next morning by 6:30 a.m. Access to the church is through the Fellowship Hall’s back door. This door will be unlocked on the Friday before Market Day. Sponsor will need to lock door before leaving with the baked goods. All baked goods should be brought inside overnight to keep everything cool and intact.
2. Booth must be opened and ready for business no later than 7:00 a.m. Booths unoccupied by 7:00 a.m. are rented out to others for the day.

1. You will need two workers for each 2 – 3-hour shift from 6:30 a.m. until 2:00 p.m. or until all product has been mostly sold

.

1. There are large plastic bins stacked under the counter beside the dishwasher in the church kitchen that may be borrowed to transport product. The baked goods will be on the island top and possibly in the refrigerator and freezer. Those in the refrigerator and freezer should be marked as “Market Day” or “Baker’s Dozen” so as not to be confused with items belonging to Bright Beginnings or other groups.
2. The group sponsor will pick up the money box no later than the Thursday before Market Day or earlier in the week during office hours from Carol Reynolds, church secretary. It must be retrieved during office hours. She works Monday – Thursday, 9:00 a.m. – 1:00 p.m. Please call to make an appointment to get the cash box: 512-847-3109, or email her at [office@wimberleyumc.org](mailto:wumcoffice@wimberleyumc.org).
3. We recommend that you have on hand posters or handouts about the mission your money will support, and that you consider some seasonal decorations to help attract customers. You will have access to the booth for cleaning--or decorating if you wish—in the week before Market Day.
4. Your group should visit the booth in the week before Market Day to clean countertops, or arrive early enough on Market Day to do this. There are spray disinfectants and paper towels in the booth.
5. Booth setup: The first shift of volunteers should plan on arriving at the booth by 6:30 a.m. in order to unload and set up. You can drive up to the booth (second lane on the right, booth 153, as you enter Gate 2), unload, then go park. Your car must be out before 7:00 a.m. Always keep the cash box secure! The cash box will have $70 seed money to start the day.
6. Vendors do not have to pay for parking in the Lions parking lots. Tell the lot attendant you are there to work in booth 153 for WUMC, and you shouldn’t be charged.
7. Please clean up the booth before you leave. Return plastic bins to the church kitchen on Sunday or the next business day.
8. The cash box: There is a form in the box to be completed and returned inside the cash box. On it you will report the amount of money (minus the seed money AND $20 for booth rental) that your group raised, and the name of your group. YOU WILL LEAVE ALL MONEY IN THE CASH BOX. The bookkeeper will credit your group’s money to your group’s account.
9. The cash box may be returned to Carol Reynolds on Monday or Tuesday during office hours. After Carol’s office hours, you may give the box to Pastor Susan Rang. DO NOT LEAVE THE BOX ON CAROL’S UNATTENDED DESK.
10. GOOD ADVICE: Laura Ewing had great advice about handling money on Market Day: If change is needed for a sale, take the customer’s bill, tuck it slightly under the cash box so that you can have a visual reminder of how much cash return is needed, give the customer change, THEN put the bill in the cash box once the transaction is complete. By taking this precautionary step, you won’t forget the denomination you are making change for, and the customer will have a visual reminder should he forget how much he gave you.

Market Day Booth coordinators: Robin Estepp, 512-557-2543; Ann Dzuik, 512-496-8282