



BEACON BAZAAR COORDINATOR

Beacon Hill PTA 6.15.42

The Beacon Bazaar Coordinator is responsible for ensuring the details of this event are carried out with the assistance of volunteers. This is an annual event that traditionally takes place on the second Saturday in June, 9 am – 2 pm (the weekend following the Jefferson Park Community Center Festival) in front of the school on 14th Ave S. If raining, the Bazaar can be held in the school gym. The Bazaar is open to anyone who wishes to sell and purchase items, services, etc. Fees from the rental of vendor tables benefit the PTA. Vendors may also wish to donate proceeds to the PTA.

Duties and Responsibilities

- Coordinate all volunteers as needed, with the assistance of the Parent Volunteer Coordinator, to ensure a smooth running event;
- Update flyers in Chinese, English, Spanish, and Vietnamese. Flyers are located on the school website at Good idea, maybe always just the most recent year's forms)
- Submit a completed Principal/Program Manager Request Form to the Principal at least 10 days prior the event;
- Advertise event:
 - Post flyers / registration forms in community;
 - Send list serve e-mails (Parent Volunteer Coordinator, Beacon Hill Blog, neighborhood groups, etc.);
 - Provide hand outs for the Jefferson Park Community Center Festival event that takes place the first Saturday in June, where the PTA typically sponsors a table;
 - Write articles for the school newsletter and other venues as needed.
- Event set up and break down:
 - Coordinate sufficient volunteers to move 20 – 30 tables in and out of class rooms to 14th Ave S;
 - Contact Kyle Okada (C-1) to request use of tables (Sue Fleugel, and Andy Pickard as back- ups). Tables should be labeled before moving so they are returned to the correct classroom and configuration. Check with the classroom teachers about labeling tables prior to the event. Mr. Okada has traditionally staged pre-labeled tables outside his classroom the night before the event;
 - Ensure tables are clean and free of tape residue after use. Encourage vendors to **not** use tape on tables or clean thoroughly after use.
 - Assign tables based on early registration and vendor preference;
 - Hang decorations and banner so that the event is more visible from the street and set up PTA tent if available. Take down after the event is done.
- Collect funds from table sales and deliver to Treasurer using form:
<http://www.beaconhillinternationalschool.org/docs/Money%20Reciept%20&%20Tally%20Form.pdf>.
This can be done periodically prior to the event, but no later than the week following the event. Communicate with front office staff about incoming registration forms and payments;
- Send confirmation to registered vendors that their table has been reserved via e-mail or phone call.

Beacon Bazaar Task Timeline

March through May: Begin mentioning the Beacon Bazaar at PTA meetings. Recruit vendors and volunteers. Ask people to start thinking about participating and planning things to sell.

April through June: Include a registration form/information flyer in the newsletters. Make sure the translations are done.

May: By mid-May, fill out a Principal/Program Manager Request Form and submit to the Principal. (Get the form from the Principal, or the front desk staff.) This form has to be filled out at least 10 days prior the event to get permission for the use of the building and school grounds for evening or weekend events. (see the Beacon Bazaar Folder for a copy.)

By mid-May, promote the Bazaar through Beacon Hill News' community calendar, Craigslist calendars, and local online blogs. Email the registration to all past participants. Have flyers available for all school community events.

June: This is when the bulk of the work for the event takes place. Good idea to have a little team of helpers with some of these tasks.

Have flyers ready to distribute at the Jefferson Community Center Festival, which is usually held the first weekend in June, a week before the Beacon Bazaar. Lots of Beacon Hill residents attend this event, so it's a good place to promote the Bazaar. Talk to vendors at the Jefferson Community Center Festival about the Beacon Bazaar, good place to recruit vendors.

Early in June, (preferably after the rains stop) hang up the Beacon Bazaar banners in front of the school. One banner usually goes above the main entrance, and another further down the street on the side of the building, near the playground gate. It's also a good idea to place banner at the school's side entrance. These are large banners that Nancy usually keeps in storage. Borrow the ladder from the maintenance staff and tape the banners high enough that it can't be pulled down by passersby. These banners should be visible to be seen by pedestrians and drivers passing by and will serve to remind people in the neighborhood that the Bazaar is coming. Duct tape works well in keeping the banners in place, but that may require a little cleanup after the event to remove tape residue. Bungee cords may be another alternative. If there are some windy days before the Bazaar, you may need to re-tape the banners.

Beacon Bazaar banners should also be put up in the school hallways near the cafeteria, and near the front desk. It might also be good to have full-page flyers taped to all doors.

A week or before the event, print up some full page flyers, and post on poles around the neighborhood. The goal is to alert people who live nearby to come by check out the Bazaar. There are samples of the flyers used in past years in the Beacon Bazaar folder. If rain is forecast in coming days, it's a good idea to place the flyers in transparent plastic sheet protectors before stapling them to posts. A staple gun is the best way to post the flyers. Leave the flyers up until the day of the event. After the event, you'll need to remove the flyers from all posts, so try to remember where they were posted.

Check periodically with the front desk staff for any checks or cash, and submitted registration forms. Turn over the money to Nancy or the PTA Treasurer, and begin compiling your list of Vendors. Take note of who has fully paid. Sometimes, people pay the wrong amounts, and you'll need to make arrangements for full payment. (Traditionally, PTA members were given a discount as a reward for their membership. Non-members had the option of joining the PTA to receive the discount.)

The week or so before the Bazaar, ask Mr. Okada if his students will be able to lend their tables for the event. Mr. Okada has very kindly lent us his classroom tables for the Bazaar. The tables in his class are the right size for the vendors to use. Mr. Okada usually has his students clear their tables and remove their desk drawers on Friday afternoon. As the Bazaar has grown, you may need to talk to the other 5th Grade teachers (they're most likely to have the biggest desks) and ask to borrow their desks too.

The Day Before the Bazaar: On Friday after school, review your list of registered participants and determine how many tables you'll need. It's a good idea to have at least five additional tables set aside in case of last minute registrations, or vendors deciding they need more tables than they had requested. Remove the tables from Mr. Okada's room and line them up in the hallway outside his classroom and near the exit doors next to Nancy's office. That's the door you'll be using on Saturday morning to bring out the tables. Note: The tables will need to be returned to the where they had been in the classroom. It's a good idea to place a strip of masking tape under the table with information on where the table belongs.

Borrow the decorative pennant flags from Mr. Campbell, which are used to give the street a more festive feel on the day of the Bazaar. Borrow a ladder from the maintenance staff for use in tying the pennants to the telephone poles along 14th Ave. S.

Coordinate a meeting time with the principal, or whoever will be opening the building the following morning.

With your list of registered vendors, it's a good idea to map out a rough idea of where each vendor will be placed. Note: some of the regular participants will have preferences, and we try to accommodate their requests. The PTA also gets a table and enough room for a 10x10 canopied tent, for use in promoting its fund raising efforts. It's a good idea to try to space vendors apart who are selling similar items (people selling jewelry for instance).

Day of Bazaar: Arrive at 7 a.m. to begin setting up the tables. The tables are usually spread about five feet apart along the front of the school, generally enough room for vendors to spread out without bumping into other vendors.

Each vendor gets one table to use unless they've reserved additional tables. Those who need additional tables are charged extra. Vendors are not supposed to bring their own tables, but it's not unusual for people to find some other ways of spreading out without paying extra. Unless they're completely taking up space, it's usually not a big issue. But if they do take up much more space than they should, it would be fair to ask them to pay extra for the space.

As vendors arrive, show them their assigned space. If any vendors haven't paid, collect payment. As coordinator, your main job will be make sure that everyone's settled in and have what they need. Check in with everyone periodically and make sure everyone's having a good time. Your other main responsibility is to keep the building secure. Vendors have access to the restroom, but otherwise the school interior is off-limits except for school and PTA officials.

As the event winds down, remind all vendors to make sure their table is cleaned, and to help with bringing it into the building. Ask everyone to pick up around their space. As the tables are brought in, place them where they had been in the classrooms.

Bring down banners and pennants. Once everyone is gone, stroll around the neighborhood and remove all flyers still on poles.