

Glorified Checklist:

The Contacts

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University

1. *Champion Administrator*: A high-ranking administrator in a department with ties to the community can help student efforts to approvals and gain support
2. *Campus club/organization*:
 - a. Volunteers [setup, take-down, staff information table, create signs for vendors, put together newsletter and recipes, etc.]
 - b. Promote among friends!
 - c. Sponsorship from college/university
 - d. Opportunities for funding
3. *Dining Services*:
 - a. Help source local farmers
 - b. Financial support market
 - c. Purchase leftovers
 - d. Provide supplies and labor for cooking demonstrations
4. *Grounds*:
 - a. Identifying and surveying space
 - b. Considerations such as parking, load-bearing surfaces, sand-bags, barricades, storage, and site maintenance
5. *Fire Marshall*: Is the market blocking a fire lane?
6. *Campus Safety*: Do you need an officer on duty during the market hours?
7. *Conference & Event Services*: Does the market coincide and/or conflict with other University events?
8. *Electrician*: Do any vendors require electricity, and do their generators have the correct outdoor plugs?
9. *Communications & Media Relations*:
 - a. Press Release
 - b. Publicity in the community
 - c. Mailings to vendors and university employees
10. *Building Services*:

- a. Provide tables, chairs, trashcans, and recycling bins
 - b. Tent?
11. *Sanitarian*: Do all items for sale meet University sanitarian regulations?
 12. *Lawyer*: Does every vendor have the correct liability insurance?
 13. *Dean of Undergraduate Students*: If the market is sponsored by a student-organization, have you followed all parameters in accordance with rules set by the dean?
 14. *Buildings around the site*:
 - a. Academic – will potential market noise interrupt classes?
 - b. Administrative – will other events coincide with the market that could potentially cause problems?

Community

1. *Health Inspector*: Do vendors have proper permits for items they are selling? *Varies by produce, non-produce, dairy, etc. **AND** municipality/state
2. *Borough*: Have you applied for and received the proper land-use permits?
3. *Press*: Have all local papers received a press release? Have you placed an add in all local papers?
4. *Local businesses*: Reach out to all storefronts and ask them to put up a poster
5. *Community Organizations*: Reach out to local groups with similar goals: eco-moms, families for natural living, Sierra Club, etc.