



MAIN WILLOWS SHOPPINGTOWN ENTRANCE

COLES

COMPACTOR

Site P1 Site P2 Site P3 Site P4 Site P5

Site P6 Site P7 Site P8

Site P9 Site P10 Site P11

Site P12

Site P13 Site P14 Site P15 Site P16

Site P17

Site P18 Site P19

J TOP

Stall Park	J1
Stall Park	J2
Stall Park	J3
Stall Park	J4
Stall Park	J5
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Stall Park	J13
Stall Park	J14
Stall Park	J15
Walkway	Walkway
Stall Park	J17

I TOP H TOP

I1	H1
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I3	H3
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I7	H7
I8	H8
Walkway	Walkway
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Walkway	Walkway
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G TOP F TOP

G1	F1
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Walkway	Walkway
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G11	F11
G12	F12
G13	F13
G14	F14
G15	F15
G16	F16
Walkway	Walkway
G18	Trolley

E TOP D TOP

E1	D1
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E7	D7
Walkway	Walkway
E9	D9
E10	D10
E11	D11
E12	D12
E13	D13
E14	D14
E15	D15
Walkway	Walkway
E17	D17

C TOP A TOP

Trolley	B1
C2	B2
C3	B3
C4	B4
C5	B5
C6	B6
C7	B7
C8	B8
Walkway	Walkway
C10	B10
C11	B11
C12	B12
C13	B13
C14	B14
C15	B15
C16	B16
Walkway	Walkway
C18	Trolley

A1	Trolley
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A7	Z7
A8	Z8
A9	Z9
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Walkway	Walkway
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Disabled
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Rotary Container ANZ

Banks Building

NAB

Thuringowa Drive

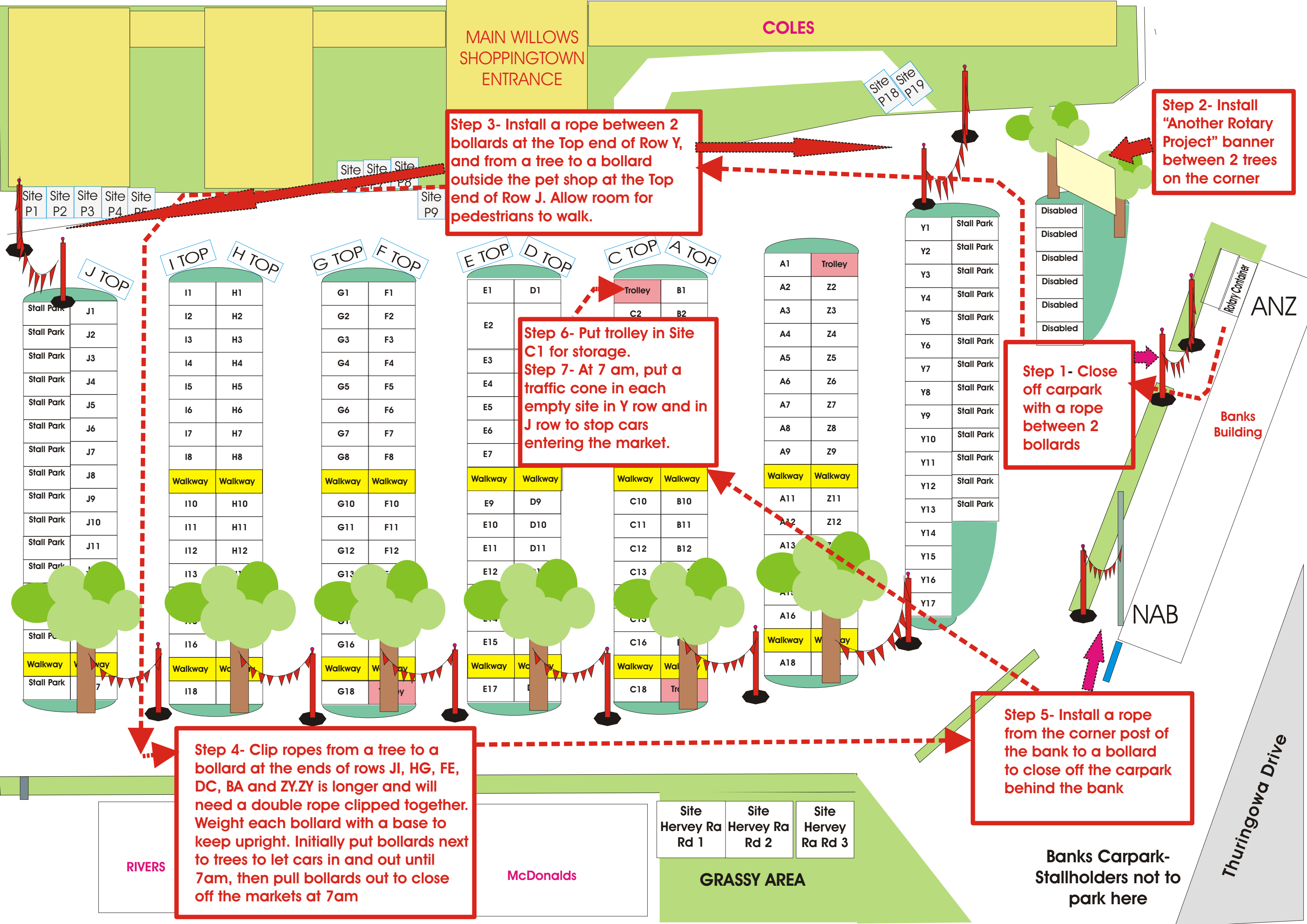
RIVERS

McDonalds

Site Hervey Ra Rd 1 Site Hervey Ra Rd 2 Site Hervey Ra Rd 3

GRASSY AREA

Banks Carpark- Stallholders not to park here



Step 3- Install a rope between 2 bollards at the Top end of Row Y, and from a tree to a bollard outside the pet shop at the Top end of Row J. Allow room for pedestrians to walk.

Step 2- Install "Another Rotary Project" banner between 2 trees on the corner

Step 6- Put trolley in Site C1 for storage.
Step 7- At 7 am, put a traffic cone in each empty site in Y row and in J row to stop cars entering the market.

Step 1- Close off carpark with a rope between 2 bollards

Step 4- Clip ropes from a tree to a bollard at the ends of rows JI, HG, FE, DC, BA and ZY. ZY is longer and will need a double rope clipped together. Weight each bollard with a base to keep upright. Initially put bollards next to trees to let cars in and out until 7am, then pull bollards out to close off the markets at 7am

Step 5- Install a rope from the corner post of the bank to a bollard to close off the carpark behind the bank

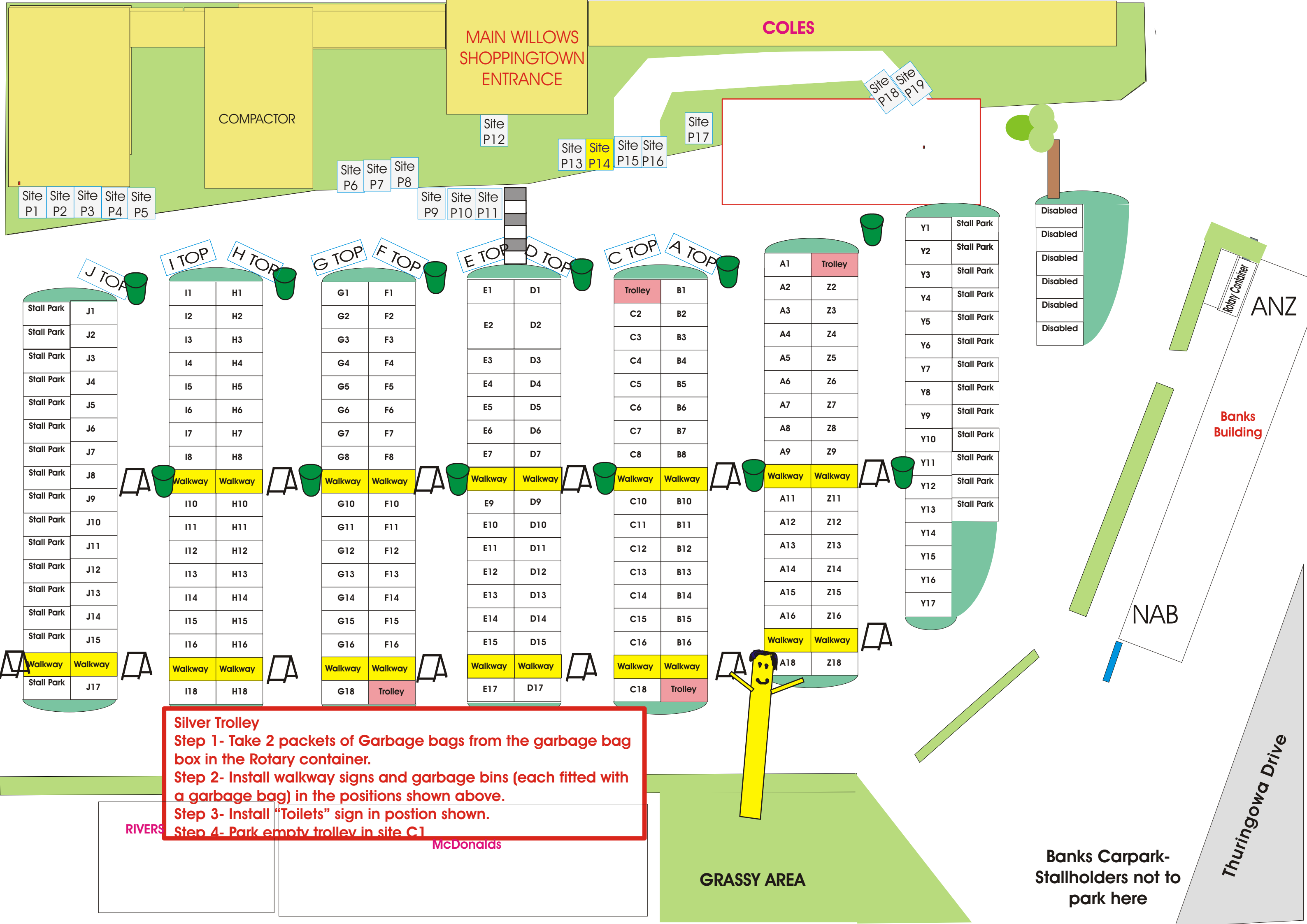
Site P1 Site P2 Site P3 Site P4 Site P5

Site P7 Site P8 Site P9

Site P18 Site P19

J TOP	
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I395	H395	I396	H396
I397	H397	I398	H398
I399	H399	I400	H400
I401	H401	I402	H402
I403	H403	I404	H404
I405	H40		



Site P1 Site P2 Site P3 Site P4 Site P5

Site P6 Site P7 Site P8

Site P9 Site P10 Site P11

Site P12

Site P13 Site P14 Site P15 Site P16

Site P17

Site P18 Site P19

J TOP

Stall Park	J1
Stall Park	J2
Stall Park	J3
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Stall Park	J14
Stall Park	J15
Walkway	Walkway
Stall Park	J17

I TOP

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I14	H14
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I16	H16
Walkway	Walkway
I18	H18

G TOP

G1	F1
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G15	F15
G16	F16
Walkway	Walkway
G18	Trolley

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E6	D6
E7	D7
Walkway	Walkway
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E10	D10
E11	D11
E12	D12
E13	D13
E14	D14
E15	D15
Walkway	Walkway
E17	D17

C TOP

Trolley	B1
C2	B2
C3	B3
C4	B4
C5	B5
C6	B6
C7	B7
C8	B8
Walkway	Walkway
C10	B10
C11	B11
C12	B12
C13	B13
C14	B14
C15	B15
C16	B16
Walkway	Walkway
C18	Trolley

A1	Trolley
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A4	Z4
A5	Z5
A6	Z6
A7	Z7
A8	Z8
A9	Z9
Walkway	Walkway
A11	Z11
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A13	Z13
A14	Z14
A15	Z15
A16	Z16
Walkway	Walkway
A18	Z18

Y1	Stall Park
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Disabled
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Disabled

Silver Trolley
 Step 1- Take 2 packets of Garbage bags from the garbage bag box in the Rotary container.
 Step 2- Install walkway signs and garbage bins (each fitted with a garbage bag) in the positions shown above.
 Step 3- Install "Toilets" sign in position shown.
 Step 4- Park empty trolley in site C1

GRASSY AREA

Banks Carpark-
Stallholders not to park here

Thuringowa Drive

ANZ

Banks Building

NAB

RIVERS

McDonalds

MAIN WILLOWS SHOPPINGTOWN ENTRANCE

COLES

COMPACTOR

Rotary Container

Tasks for Markets Co-ordinator

On Friday

Contact Cathy on 0417721 822 to arrange obtaining the Markets briefcase.

On Saturday

In the evening, check the Markets mobile for Voice mail messages (Dial 121). Where stallholders have called to cancel, mark them off on the Alpha Listing/ Cancellations sheet that you will find in the briefcase.

On Sunday

On the way to the markets, check the Markets mobile Voicemail for any further messages, and mark up the Cancellations sheet.

Between 6.00 and 7.00am

1. Use bookings sheet in briefcase to answer stallholder queries and assign sites to new stallholders.
2. Open the Rotary container with the key in the briefcase
3. Allocate following tasks to volunteers
 - (A) collect table trolleys and deliver to sites as per table booking list, then to other stallholders wanting tables
 - (B) collect Yellow trolley and deploy barriers and banner as per instructions on trolley
 - (C) collect silver trolley and deploy walkway signs and garbage bins as per instructions on trolley
 - (D) collect Red umbrella trolley and deliver umbrella to sites as per umbrella booking list, then to other stallholders wanting umbrellas
 - (E) collect two green trolleys and bring to the Rotary site, erect tent, install Rotary Club banner, set up displays, put White Resource folder on table.
 - (F) install Shorty (Markets mascot) on the grass near Hervey Range Road
4. Ensure all empty trolleys are parked in site C1.

At 7.00 am

1. Send volunteers to move bollards to close off markets.
2. Check everything is in order.
3. Welcome Rotaractor coming at 7.00 to man (or woman) the Rotary tent
4. Invite volunteers to breakfast at coffee shop

After breakfast

Assign two volunteers to collect the money, one volunteer to take the bookings, and one volunteer to man the Rotary stall.

At 11.00 am

1. Sound the siren (Megaphone) to signal stallholders to cease trading.
2. Move bollards to let in traffic at the tops of Y row and J row (opposite Coles and the old Pet Shop.)
3. At 11.10 remove all bollards to let traffic out.
4. Assign volunteers to pack the Yellow trolley, Silver Trolley, Green Trolleys, Red Trolley, and Table trolleys, and return to the the Rotary container.
5. Move all the trolleys into the Rotary container.
6. Ensure stallholders have vacated the carpark by 11.30am

When all is packed up

1. Check the site to ensure everything is put away.
2. Ensure all stallholders have left..

Deliver the briefcase to Cathy's house. If no-one is home, put briefcase in laundry.

MAIN WILLOWS SHOPPINGTOWN ENTRANCE

COLES

COMPACTOR

Prices	
Standard Site	\$20
Premium Site	\$25
Tables	\$5
Umbrellas	\$5
Power	\$3

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J TOP

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Stall Park	J15
Walkway	Walkway
Stall Park	J17

I TOP H TOP

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Walkway	Walkway
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I14	H14
I15	H15
I16	H16
Walkway	Walkway
I18	H18

G TOP F TOP

G1	F1
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G6	F6
G7	F7
G8	F8
Walkway	Walkway
G10	F10
G11	F11
G12	F12
G13	F13
G14	F14
G15	F15
G16	F16
Walkway	Walkway
G18	Trolley

E TOP D TOP

E1	D1
E3	D3
E4	D4
E5	D5
E6	D6
E7	D7
Walkway	Walkway
E9	Walkway
E10	D10
E11	D11
E12	D12
E13	D13
E14	D14
E15	D15
Walkway	Walkway
E17	D17

C TOP B TOP

Trolley	B1
C2	B2
C3	B3
C4	B4
C5	B5
C6	B6
C7	B7
C8	B8
Walkway	Walkway
C10	B10
C11	B11
C12	B12
C13	B13
C14	B14
C15	B15
C16	B16
Walkway	Walkway
C18	Trolley

A1	Trolley
A2	Z2
A3	Z3
A4	Z4
A5	Z5
A6	Z6
A7	Z7
A8	Z8
A9	Z9
Walkway	Walkway
A11	Z11
A12	Z12
A13	Z13
A14	Z14
A15	Z15
A16	Z16
Walkway	Walkway
A18	Z18

Y1	Stall Park
Y2	Stall Park
Y3	Stall Park
Y4	Stall Park
Y5	Stall Park
Y6	Stall Park
Y7	Stall Park
Y8	Stall Park
Y9	Stall Park
Y10	Stall Park
Y11	Stall Park
Y12	Stall Park
Y13	Stall Park
Y14	
Y15	
Y16	
Y17	

Disabled
Disabled
Disabled
Disabled
Disabled
Disabled

ANZ

Banks Building

NAB

Thuringowa Drive

RIVERS

McDonalds

Site Hervey Ra Rd 1 Site Hervey Ra Rd 2 Site Hervey Ra Rd 3

GRASSY AREA

Banks Carpark- Stallholders not to park here

Setting Up the PA system

1. You only need the big box. Wheel it to the Rotary tent and remove the front and back covers. Leave the small box in the container.
2. Carry one set of speakers from the container to the Rotary Tent site and set up. (Leave the second set of speakers behind). Connect the speaker leads to the amplifier using the leads already in the box connected to the amplifier.
2. Run a power lead to the box and fire up.
3. Take the cordless microphone from its plastic box (inside the big box). Hold down the mute button for about three seconds until a green light comes on. Speak into it and your voice should come loudly out the speakers. If the green light doesn't come on then the batteries are flat and need changing.
4. If it is not working check the SHURE receiver and make sure it is plugged in.
5. At the end of the day, make sure you turn the microphone off by pressing the mute button for three seconds until the light goes off. Otherwise it will be flat next time we come to use it. Put the microphone back in its box and put the box inside the big box.

Setting Up Shorty

Step 1 Wheel Shorty from the container to the grassy area beside McDonalds and set him on the slope near the Markets.

Step 2 Place sandbags on the fan base to hold him sown

Step 3 Run power cord to the Power Point on the post of the McDonalds Drive Through awning closest to Hervey Range Road.

Step 4. Extend Shorty's support pole (twist and raise).

Step 5 Loosely fit the velcro tabs on Shorty around the support pole.

Step 6, Turn on the fan using the switch on the side.

Step 7. Help Shorty climb happily into the air and wave at the traffic.

At the end of the markets, do the opposite and pack him back into the container.

