

Concession Stand Guide: Quick-Check List

How many locations will we operate (at the same time)?

1. Will I have a dedicated location every week?
2. How many volunteers will I have, and how much supervision will they need?
3. How difficult might it be to manage the money?
4. Do we have the funds to invest in tents?
5. What will the facility allow us to do or not do?
6. Who do we need to contact prior to the season and/or before setting up the concession stand?

How will we staff our stand?

1. Do we have a list of volunteers and their skills? (For example, do you have individuals skilled in assembling equipment or running a cash register?)
2. Do we have “Rules of the Road” for our volunteers? (If not, see the “Summary & Checklist” at the end of this guide.)
3. Do we have a clear volunteer schedule and a process to alert volunteers of changes?

Where will we locate our stand?

1. Where are the high-traffic spots?
2. If I was going to set up the stand with my own money, where would I go to maximize traffic?
3. Are there places near the fields where people tend to gather?

What hours will the stand be open?

1. When should the stand be open?
2. Are there peak times when we should staff up more?
3. When are the volunteers available?

What items will be on the menu, and how should we price them?

1. What will be on the menu (candy, granola bars, sport drinks, water, hot food, etc.)? The greater the variety of items, the more complex to manage.
2. Will we sell in one location or multiple locations?
3. How will we restock inventory at each location?
4. What price points should we set?
5. What will we offer as “value menu” items (if any)?
6. Who is responsible for making clear signage for the menu board and pricing?

How much inventory should we purchase, and what variety of items?

1. Can we learn anything from the experience managing inventory last year?
2. Did we ever run short of any big-selling item last season? If so, what was it and why did we run short?
3. Did we have any significant leftover inventory at the end of last season?
4. How many players/teams do we expect each week this season?
5. Will any other special events take place nearby at the same time?

What are our storage needs?

1. Will we serve hot or cold food? (If so, how will you maintain adequate food safety?)
2. Who will handle leftover inventory after each day or tournament?
3. What are the arrangements to move inventory from overnight (or more extended) storage back to the field the next day or for the next event?

What other equipment will we need?

1. Based on our menu, what other equipment will we need?
2. Will we serve hot food? If so, what will we need to prepare and keep it hot?
3. When are the busy times likely to be, and what time will hot food need to be ready?

How will we handle the money before, during and after the stand is open?

1. Do all volunteers know the cash handling policy?
2. Does the cashbox supervisor understand his/her responsibility?

How will we transport our inventory between the store, our stand, and our storage facility?

1. Who is responsible for securing unsold inventory at the end of the day?
2. Where do they plan to store it (house, car, basement, carport, etc.)?
3. Who is responsible for returning the inventory to the stand for the next day or next event?
4. Who will purchase replacement inventory?
5. How will they get paid back for the purchases they make?

