

Tournament Concession Stand Checklist

How to Run a Sports Tournament Concession Stand

ProRecAthlete.com



→ Phase 1: Getting Organized

Checklists:

- Binder/clipboard
 - Copy of the permit and permit rules
 - Setup checklist and layout plan
 - Inventory Tracking List (food and merchandise)
 - Volunteer list, including contact information
 - Volunteer schedule
- Tables
- Chairs
- Cash box
- Small bills and change
- Calculator
- Related supplies
 - Extension cords
 - Napkins and Paper towels
 - Utensils, including any serving utensils
 - Tablecloths
 - Signage
- Menu board (Bristol board or white board)
- Pens and markers
- Masking tape
- Extra paper
- Plan for any remaining food and/or merchandise
- Extras: first aid kit, ice packs, coolers
- Communications plan
 - Communicate there will be a concession stand
 - Flyers promoting the concession stand
- Cleaning supplies
- Hand sanitizer

→ Phase 2: Game Day!

Check Ins:

- Keep things clean
- Keep things fun
- Check inventory
- Check cashbox
- Have a plan for no-show volunteers
- Check in with volunteers
- Make sure volunteers are taking breaks

→ Phase 3: Wrapping It Up

- Pack up remaining inventory
- Tear down and put away
- Clean up
- Thank venue staff
- THANK YOUR VOLUNTEERS!

Track for Next Time:

- Setup and supplies
- Inventory
- Fundraising goal