**Organising Christmas Street Market**

1. July/August: Contact all village organisations and known market traders as a preliminary invitation with date (always 1st Saturday of December). email and Facebook and Village News in Echo etc
2. September: Follow up with application form (email, Facebook, BUSCA website, contact details in Village News (Echo). Give a deadline of mid November
3. Start recording applications including public liability insurance details (Must see some visible evidence of PL insurance with name of firm/organization and valid date) (Employer’s Liability is fine – it includes PLI)
4. After deadline, create a map of positions
5. One week before the event, email (etc) map out to applicants with final instructions
6. On day you need a small team of helpers to get the stall holders into the right places. People don’t read instructions!!! Need to be on site at least 30 minutes before roads close.
7. Collect fees from all the commercial traders (as agreed). Start this in plenty of time on the day eg 4.00
8. Oversee the safe removal of stalls at the end