

Market-Day Checklist

For a one-person coffee stall, from the night before to packing up. Tick each box. The sales record at the end is the only market research the stall has.

COFFEE REFERENCE CARD

When	Check	Check
Before the first market	☐ Dry run at home: canopy up, tables out; brew and serve ten cups from the airpots and the power station, timed	
The night before	☐ Roast-dated bags counted and packed; ground bags labelled by brew method ☐ Baked goods wrapped and labelled; jam counted ☐ Power station and card reader on charge	☐ Forecast checked: sidewalls and extra weights for rain or wind; airpot lids for a cold morning ☐ The day's coffee weighed into labelled, lidded containers (whole bean, unless the health department agrees to ground) ☐ Commercially bagged ice bought, or planned for on the way
Before leaving	☐ Hot-water airpots filled just off the boil: water only, no coffee brewed at home ☐ Handwash container filled with warm water ☐ Food cooler packed, at 41 °F or below ☐ Canopy, four weights, two tables, mats ☐ About 20 gal of potable water; a sealed wastewater container	☐ Brewers and spares in sealed bags, filters, scale, grinder ☐ Probe thermometer, sanitizer, test strips, cloths, closed bin ☐ Cups, lids, sleeves, sample cups, stamp, price board ☐ Card reader, cash float in a lockable box ☐ Licence, sales tax licence, proof of insurance
Setting up	☐ Canopy up and weighted before anything else ☐ Handwashing station first, then sanitizer bucket and test strip ☐ Thermometer out	☐ Tasting station, then bags, then the brew table ☐ First tasting pots brewed at the stall and time-tagged ☐ Licence displayed
During	☐ A fresh tasting pot at the midpoint, or at three hours ☐ Swap brewers; never rinse them on the ground	☐ Check the cooler thermometer
Packing up	☐ Wastewater sealed and taken away ☐ Used brewers and cloths in the closed bin	☐ Card reader reconnected; offline payments confirmed ☐ Sales counted by coffee and written down
Sold today	Coffee _____ bags ____ ground ____ Coffee _____ bags ____ ground ____ Coffee _____ bags ____ ground ____	Cups ____ Tastes poured ____ Bakes ____ Jam ____ Weather _____ Busiest hour _____ Notes _____

- **No thermometer, no licence.** A probe thermometer, 0–220 °F, is on the inspector's list.
 - **Sanitizer:** one teaspoon of unscented bleach per gallon is MDARD's rule of thumb; check it with a strip.
- **No signal?** Square's offline mode stores card payments for up to 72 hours; a declined card is the stall's loss. Reconnect before leaving the car park.
 - **The hot water, not the coffee, travels:** brewed coffee is made at the stall.