

STALL DEBRIEF TEMPLATE 2021

NAME OF STALL:

GENERAL INFORMATION:

Stall convenor:

Phone Number:

Email:

Can you be contacted for questions by next Stall convenor of this stall?: Yes / No

Float / Eftpos:

Float Amount:	# of Eftpos Machines:							
Breakdown	\$20	\$10	\$5	\$2	\$1	50c	20c	10c
+/- qty of each to improve								

Feedback on cash handling / Eftpos:

Volunteer Information:

Total number of volunteers signed up:	
Actual amount on the day:	
Number of shifts:	
Length of shifts:	
Number of volunteers per shift:	
Number of volunteers recommended for set up/pack down?	

Notes:

Breakdown of sales:

Item Sold	Qty Catered	Cost Price	Qty Sold	RRP / serve
<i>Eg: Rice Paper Rolls - Chicken</i>	<i>300 packs (600 units)</i>	<i>\$4.50 per pack</i>	<i>Approx. 250</i>	<i>\$7.00</i>

Notes:

Breakdown of equipment and supplies:

Equipment:

Please include all equipment used for the purpose of the stall. Please make note of any observations that could help to improve the efficiency of the stall and its processes and outcomes for the next event such as a better supplier suggestion or improvement on quantities or alternative equipment.

Item description	Amount Supplied	Supplied by:	Qty +/- for next fete
<i>Eg: Fold up tables</i>	<i>2</i>	<i>School</i>	<i>+ 1 (needed more preparation space)</i>

Notes:

Produce/Supplies:

Please include all ingredients or items used for the purpose of the stall. Please make note of any observations that could help to improve the efficiency of the stall and its processes and outcomes for the next event.

Item description	Amount Supplied	Supplied by	Qty +/- for next fete
<i>Eg: Sausages</i>	<i>20kgs / 500 units</i>	<i>Mallan's Meats</i>	<i>+ 100 (sold out at 5pm)</i>

Notes:

DAY OF FETE:

Set up info:

Time taken:
List set up procedure here
Please attach or insert photos where possible.

Notes:

What worked, what didn't, recommendations for improvement, advice for future

Running of stall:

List set up procedure here

Notes:

What worked, what didn't, recommendations for improvement, advice for future

Pack up:

Time taken:
List set up procedure here

What did you do with unsold items?

Notes:

What worked, what didn't, recommendations for improvement

Any other Comments and Photos: please attach