

How To:

Prepare for Market Days

Step 1: Prepare your market day roster. Find out who from your club is available for the day and what times. For most clubs a minimum of 2 people is recommended to be at the stall throughout the day, if you have enough people then you should then book your stall. Check the UC Life! website for the Mega Market Days which are bigger than the weekly ones.

Step 2: Book your Market Day stall

- <http://www.ucunion.com.au/market-days/>
- Bookings are due by 9am the Monday before the desired Market Day (e.g. 2 days before)
- For big Market Days such as O Week, Week 1 and Open Day a separate booking form will usually be sent beforehand and will have an earlier due date.

Step 3: Consider **some** of the following things you may need to prepare to ensure your stall is successful:

- ✓ Prepare your membership or expression of interest forms and print. (The UC Life! office can assist with printing for up to 50 sheets per club each semester.) – Remember to ask students if they are new or renewing members, UC Students and for their contact details).
- ✓ Print flyers or brochures to provide students with information about your club with the club contact details
- ✓ Have information ready on upcoming key dates e.g. social events, professional events, meetings, grading days
- ✓ Have information on membership fees
- ✓ Purchase a receipt book to record all monetary transactions
- ✓ Print/purchase membership cards
- ✓ Purchase stationary such as pens, scissors, blue tack, thumb tacks, clipboards, sticky tape which you may need to set up your stall
- ✓ Print signs, posters and photos to advertise your club to students
- ✓ Get decorations for your stall
- ✓ Have freebies for students or new members
- ✓ Plan a fundraising activity e.g. raffle, 100s club, cupcake sale (you **must** notify UC Life! in your booking form if you plan on selling food products)
- ✓ Make sure all your committee members know what to say to advertise the club to potential members and have the correct information to pass on
- ✓ Have enough money in your petty cash for change for membership fees
- ✓ Have name tags or membership shirts for committee to wear on the day to look more professional
- ✓ Post on your social media sites that you have a market day stall so potential members know where to find you
- ✓ Attend the course information sessions or lectures relevant to your club
- ✓ Use the BBQ Booking Request form if you wish to host a BBQ
<http://www.ucunion.com.au/club-society-resources/manage-your-club/>

