

Education Event Stock Request

For talks & stalls

A mutual agreement is required between the store manager, speaker or stall organisers regarding the process to be undertaken when arranging stock for talks and stalls.

Checklist guide

	Discuss with shop manager quantity and type of product required
	Pre order Marquee or organize tables as required
	Arrange volunteers to help with event.
	Record stock taken
	Arrange float, clipboard, bags, pens, calculator, display props, TA info, etc (A stall kit may be available in some stores)
	Ensure sales recording process is clear to all involved. (During stall and on return to store)
	Ensure float and stock security process is in place
	Confirm collection and return times
	Record stock returned

Organiser

Contact Person	
Phone number	
Email	

Event details

Date	
Venue name	
Venue address	
Stock collection time	
Stock return time	

Float

	\$	Signature
Float provided		
Takings returned		
Stock sold		
Recording process complete	shop manager	
	organiser	

Stock Taken

[illegible]