

CFK Business Fair – Support Team Agreement

What: College for Kids Business Fair

When: Tuesday July 24th 2018 from

Set-up: 11:30am-12:00pm

Operating Hours: 12:00 pm- 1:30 pm

Break down and clean up: 1:30 pm – 1:50pm

Where: Cuesta College Buildings 5100/5400 foyer and cafeteria entrance near Parking Lot #2
(note: parking permit required – vending machine available for \$2 – accepts cash or cards)

Who: Family, Friends, and Community Event – please inviter as many people as you can

Business Concept:

Business Partners:

Name

Contact Info

Start-up Cost (see attached logistics plan for details of all supplies needed) and what partners are responsible for how much funding:

Retail Cost of Each Product:

Cash Register: All students are responsible for providing the appropriate amount and denominations to make change during the sale and at minimum a container with a lid to act as the cash box. We are never certain exactly how many customers will attend the fair or how many sales a particular booth will make. A good rule of thumb is to consider the retail price of the products and if at least half of them sold to a customer with a \$20 how much and what kind of change would I need?

If I sell _____ number of items at \$ _____

I need:

\$ _____ in quarters

\$ _____ in ones

\$ _____ in fives

\$ _____ in tens

_____ (partner/s) is/are responsible for providing the cash box and change.

*All partners that contribute to the start-up cost will be reimburse from gross sales revenue BEFORE profit is divided equally among partners.

*Food Booths – tips jar are allowed and highly recommended!

Supply Drop-Off Protocol: All supplies must be LABELED with STUDENT NAME and placed in a cardboard box or sturdy bag with handles. Perishable food products must be packed in an ice chest with the appropriate amount of ice to prevent spoilage until 1:30 pm the day of the fair. No refrigeration is provided and any leftover food products that are not properly stored will be discarded to prevent foodborne illness.

My business supplies will be delivered to the 4700 Building (Community Programs) prior to 11:30 am by _____.

My business supplies will be delivered to the 5400 Building (Cafeteria) at 11:30 am by _____.

Booth Presentation: *Food Booths are required to have tablecloth or covering, such as butcher paper, and all booths are encouraged to consider a polished presentation to attract customers! Booths that coordinate table coverings with products, clothing, and signage have better sales.*

Media Coverage: KSBY or the Telegram Tribune often interviews Booths that stand out visually. If your student will not have a parent or guardian present to verbally consent to media interviews and you approve of a media interview please complete the following:

I _____ (print parent/guardian name) authorize _____ (print student name) to be interviewed by TV and/or news media at the College for Kids Business Fair on July 24th 2018.

Signed _____ Date _____

Please review and complete this plan with your student before you sign and return. All returned support team agreements will be copied and returned to you for your reference!

I _____ (print student name) have reviewed this with my support team and understand my responsibilities outlined in this plan.

Signed _____ Date _____

I _____ (print parent/guardian name) have reviewed this with my student and understand my responsibilities outlined in this plan.

Signed _____ Date _____

SLO CAMPUS MAP WITH HIGHLIGHTED LOCATIONS – A copy of this map and the support team agreement are available at www.missladysclass.com/kids-in-biz/

