

Event-Day Vendor Timeline Template

Minute-by-minute schedule for pop-up market organizers

Fill in your event-specific times. Use "Responsible" column to assign your team leads.

Time	Phase	Task / Activity	Responsible	Notes
5:00 AM	LOAD-IN	Organizer team arrives; set up check-in station & signs	Event Director	
5:30 AM	LOAD-IN	Open vendor load-in gate; greet first vendors	Check-In Lead	Have roster printed
5:30-7:00	LOAD-IN	Check in vendors: verify identity, booth assignment, COI on file	Check-In Lead	Note any no-shows
5:30-7:00	LOAD-IN	Direct vendors to assigned booth locations per site map	Logistics Lead	Have maps ready
5:30-7:00	LOAD-IN	Power walk: confirm electrical setups are safe	Safety Lead	Flag any issues
6:00 AM	LOAD-IN	Food vendor health permit spot-check (random 25%)	Compliance Lead	
7:00 AM	SETUP	Vendor load-in window closes; gate access ends	Logistics Lead	Late vendors -> call
7:00-8:30	SETUP	Vendors finish setting up booths / merchandise displays	Area Leads	Check spacing rules
7:30 AM	SETUP	Sound/entertainment setup and mic check	Production Lead	
8:00 AM	SETUP	Final walkthrough: all booths compliant with rules?	Event Director	Take photos
8:30 AM	SETUP	Briefing: all staff / volunteers gather for final instructions	Event Director	
9:00 AM	OPEN	Event opens to public	Event Director	Announce on socials
9:00-12:00	OPERATIONS	Roving check: vendor issues, crowd flow, incidents	Ops Lead	
9:00-12:00	OPERATIONS	Photography / social media coverage - tag vendors	Marketing Lead	
10:00 AM	OPERATIONS	Mid-morning vendor check-in: any supply needs?	Area Leads	
11:00 AM	OPERATIONS	Waste management walk: bins, recycling stations	Facilities Lead	
12:00 PM	OPERATIONS	Peak hours: increase staff presence at entry/exit	All Leads	
1:00 PM	OPERATIONS	Afternoon vendor check-in: any issues to resolve?	Area Leads	
3:00 PM	PRE-CLOSE	Warn vendors: 1 hour until close	Ops Lead	
4:00 PM	CLOSE	Event closes to public; announce final call	Event Director	
4:00-6:00	LOAD-OUT	Vendors begin breakdown and load-out	Logistics Lead	No vehicles before 4:30