Concession stand planning kit

A head start for your booster club. Take what's useful and change the rest.

Timeline

6 weeks out

- [ ] Get the home game schedule from the athletic director
- [ ] Ask the school about food safety rules and permits
  Some areas need a food permit or a certified food handler. Your school or local health department can tell you what applies.
- [ ] Choose a concession stand lead for the season

4 to 5 weeks out

- [ ] Set prices and a goal for the season
- [ ] Choose the menu
  A short menu keeps the line moving.
- [ ] Decide how you'll take card payments
- [ ] Check the stand's equipment
  Freezer, warmers, popcorn machine, and the fire extinguisher.
- [ ] Share the volunteer signup link
  Many booster clubs ask each team's families to cover certain games.

2 to 3 weeks out

- [ ] Place the first order
- [ ] Print the menu board and price signs
- [ ] Follow up on empty shifts

The final week

- [ ] Get change and set up the cash box
- [ ] Buy ice and perishables

Game day

- [ ] Open the stand and turn on the equipment
- [ ] Walk new volunteers through the register
- [ ] Count the money with two people and record it

After the game

- [ ] Take inventory and note what to reorder
- [ ] Record receipts and deposit the money
- [ ] Thank volunteers and share the total
- [ ] Write down what to change for the next game
  A few quick notes after the first game can make every game after it easier.

Volunteer spots

A sample to adapt. Add, cut, or rename spots to suit your school.

Spot	When	People
Stand Setup Turn on equipment, stock the counter, and set out the cash box.	4:00 PM to 5:00 PM	2
Cashier: First Half Take orders and payments.	5:00 PM to 7:15 PM	2
Cashier: Second Half Take orders and payments.	7:15 PM to 9:30 PM	2
Grill and Food Prep: First Half Cook and keep food warm.	5:00 PM to 7:15 PM	3
Grill and Food Prep: Second Half Cook and keep food warm.	7:15 PM to 9:30 PM	3
Runner and Restock Restock the counter and bring supplies from storage.	5:00 PM to 9:30 PM	1
Closing Crew Clean the equipment, take inventory, and lock up.	9:15 PM to 10:15 PM	3

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Food and drinks	$600	
Paper goods and napkins	$80	
Propane for the grill	$60	
Ice	$40	
Gloves and cleaning supplies	$40	
Menu board and price signs	$30	
Total	**$850**	

Shopping list

Warehouse club

- [ ] Hot dogs and buns
- [ ] Candy and chips
- [ ] Bottled water and sports drinks
- [ ] Popcorn kernels
- [ ] Napkins and food trays
- [ ] Ice

Restaurant supply store

- [ ] Food-safe gloves
- [ ] Foil and food wrap
- [ ] Surface sanitizer

Office supply store

- [ ] Cash box
- [ ] Price signs
- [ ] Tape and markers

Easy things to overlook

Food rules
Food permits and handler rules vary a lot by place. It helps to ask before the first order, not after.

Two people count the money
Counting together, and writing it down, protects the volunteers as much as the money.

Inventory after each game
A quick count at closing tells you what to reorder, and what isn't selling.

Card payments
Fans carry less cash than they used to. Deciding early on a card reader can raise every game's total.

Shifts by team
Asking each team's families to cover certain games spreads the work, and makes the schedule easier to fill.

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