

Intake Form - 1st Cohort Participants

Thanks in advance for filling this out! We're excited to connect soon. Please fill this out by end of the day Tuesday, 11/15.

This form will help us understand how conflicts are currently managed at your market. If you are part of multiple markets, please answer on behalf of the market that you're representing with your cohort for this winter training series.

If possible, please pull out your market's rules/by-laws, as we ask questions about them in this intake form.

* Required

1. What is your name? *

2. What market are you responding on behalf of? *

3. **How is your market currently organized? ***

Mark only one oval.

- Member-run: vendors are members, they have votes, elect officers, democratically vote for all rules and decisions of the market
- Board-run, with vendor involvement: a small group of individuals/stakeholders make all rules & decisions, and some of the members are market vendors.
- Board-run: a small group of individuals/stakeholders make all rules & decisions
- Corporation: A nonprofit, business, cooperative or some separate entity manages the market and makes all rules and decisions
- Solo Operator
- Other: _____

4. Check all that apply - Our market rules are: *

Check all that apply.

- on our website for anyone to read;
- on website but only as download;
- printed and kept at market booth;
- on FB page;
- Not Sure
- Other: _____

5. Check all that apply - How does the market keep track of acknowledgement of vendors' acceptance of rules: *

Check all that apply.

- require a signed acknowledgement form;
- link to them in the renewal form and assume they read them;
- not sure
- Other: _____

6. **Within your market's rules, are there any conflict resolution protocols that address:** *

Mark only one oval per row.

	Yes	No	Not Sure
Who is responsible for managing a conflict at market	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How issues are to be dealt with	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post conflict follow-up & reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transparency measures, like: communication to market membership about the conflict, what decisions were made, and the outcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Do your market's rules address: *

Mark only one oval per row.

	Yes	No	Not Sure
Vendor spacing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vendor signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Product buy- in/reselling rules	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proper behavior for vendors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Does your market have a manager? *

Mark only one oval.

Yes

No

Other: _____

9. **If your market has a manager:** *

Mark only one oval per row.

	Yes	No	Not Sure	N/A
Are they paid?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are they an active vendor, selling at market?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there clear roles & responsibilities for them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there any written accountability measures for them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is it a shared role among 2 or more people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. **Describe your markets manager(s) roles & responsibilities each market day.**

11. **If your market doesn't have a manager, then what protocols are there, if any, for day-of-market organizing, conflict resolution, etc. etc? In other words, how would you describe what happens when a shopper or vendor needs to talk with someone "in charge"? Are there any written roles/assignments for people?**

12. **Is there anything else you'd like to share at this time regarding market manager roles & responsibilities?**

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