School marketing involves many people and a lot of equipment. There are at least as many people who deal with the administrative functions, as there are traders eager to sell their wares – not to mention the crowds of buyers eager to oblige. Many administrative activities take place before and after the event: what people witness on market day is the tip of the iceberg.

The general layout of the trading areas will remain unchanged, as will the use of locations within the school buildings for key management functions. The Staff Area will continue to be used as a general control centre, for the sale of tickets for the craft workshops, the announcer (PA system), the drop-safe for monnies collected, the first-aid point in case of mishaps, and so forth.

A senior management member will also be on duty in the Staff Area at all times, to keep an eye on things and to provide general support. The Bursar will also be on duty throughout the day, to fulfil the all too familiar request ‘Please may I have some change’. For security purposes she will provide this service from the secure precinct of the Finance Office.

**Practical Arrangements**