



Art or Craft Vendor PREP CHECKLIST AND NOTES

TO DO LONG BEFORE THE EVENT

- Research the show I want to take part in. (location, fees, typical weather, crowd expectations, booth size, etc.)
- Submit all fees on time.
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TO DO MONTHS OR WEEKS BEFORE THE EVENT

- Complete all Art or Craft projects for the show.
- Ensure tables are the right size and durable for my items.
- Ensure I have display stands, if needed for this show.
- Gather protection from the rain, if the event is outdoors. (clear or booth blending plastic covers.)
- Gather protection from the wind, if the event is outdoors. (rocks, loose weights, tent weights.)
- Ensure my cart and big roll suitcases are still usable.
- Order banners, art prints, business cards, merchant bags.
- Create newsletter and email sign-up sheet.
- Ensure all table cloths, curtains and backdrops are cleaned, ready and packed.
- Make sure I have a large supply of freebies.
- Make my free giveaway eye-catching sign.
- Prepare a small blending trash can and hand broom.
- Make my price tags, signs and label my Art and crafts.
- Test out my tent. Buy a new one if needed.
- Take pictures of my completed Art or Crafts.
- Test theme- take pictures and pack all items and props.

TO DO ONE WEEK BEFORE THE EVENT

- Ensure all finished art or craft items are packed securely for travel.
- Pack weather ready products if needed. (mini fans, hats, shades, gloves, scarves, jacket, towel, etc.)
- Pack my booth blending chair or stool.
- Prepare my event clothes and money apron or bag. Make sure my attire represents my booth. Invest in myself.
- Get change from the bank and pack my card reader
- Ensure giveaway item is ready packed and labeled.
- Prepare my supply tote. (scissors-tape variety-glue-stapler-pens-safety-pins-permanent markers-labels-hold puncher-notepad-gem clips-tape measure-chalk-receipt book-twine-nails-hammer-multi tool-cell phone battery charger-breath mints-lip balm-sunblock-meds-hand mirror-scarves-Mini First Aid Kit-camera-batteries sanitizer- paper towels and lint roller)
- Pack everything pre-organized. Put all packed items aside in one area with other un-packable items.
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DAY BEFORE THE EVENT PREP

- Pack my energy snacks and water. Pack extra.
- Freeze water bottles and ice packs. (set reminder)
- Pack extra clothes just in case.
- Pack car and don't forget chargers.
- Have cooler ready to fill. (set phone alarm reminder)
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DAY OF-BEFORE THE EVENT START PREP

- Use theme test pictures as guide to set up booth.
- Don't forget to display giveaway & card reader sign.
- Take picture after booth is set up to see needed changes.
- Make sure freebies are noticeable but don't display all.
- Make sure table cloth touch ground and put packing boxes and other needed items under the table.
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