

CRAFT SHOW EVENT DAY CHECKLIST *for* ORGANIZERS (*Example!*)

You may find that you don't need all of these things, but you might find there are lots of things you'll want to add. Again, this is meant as a basic guide.

- Copies of Vendor Applications
- Booth Map (multiple copies for helpers/vendors?)
- Temporary Sales Tax IDs/Any relevant tax papers
- Any Necessary Permits

- Tables
- Chairs
- Pen & Paper or Laptop/tablet (if you're accepting payments or want to take notes)
- Camera/phone & charger for taking photos or video
- Water/snacks

(If you are selling your own items at the show:)

- Your booth/display fixtures
- Your product, priced and ready
- Sales tickets
- Bags/packaging for your product
- Business cards

Other miscellaneous items that might be added are giveaway items/raffle tickets (if you're having a giveaway), a guest list (if you'd like to add people to your newsletter, etc.), or any other item specific to your event and what you'd like to accomplish while there. **I recommend that you actually start your checklist as soon as you start planning your show, so you can add items as you think of them.**