

# Craft Event *Checklist*

Location: \_\_\_\_\_

When: \_\_\_\_\_

Weather: \_\_\_\_\_

## *Set up Shop*

- Tent
- Tent Walls
- Tent Weights
- Display Tables
- Chairs
- Displays
- Shop Signage
- Chalkboards
- Store Décor
- Small trashcan
- Trash bags

## *Sales*

- Cash Box
- Change
- Credit card reader
- Cash box
- Calculator
- Price tags
- Receipt books
- Receipt paper rolls

## *Packaging*

- Shopping bags
- Gift wrapping materials
- Gift Boxes

## *Office Supplies*

- Pens
- Markers
- Notepad
- Cleaning wipes
- Hand sanitizer
- Tape / Stapler
- First Aid Kit

## *Equipment*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## *Inventory*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## *Before the event:*

- Pay all applicable event fees
- Promote on all social media platforms about your event
- Set up a mock display, take photos of how you will set up your display tables/shop/racks
- Make sure all forms of payment work
- Pull up vendor map
- Get set up times

## *Notes*