



Craft Show Checklist



Set Up

- ◇ Tent/canopy
- ◇ Tent sides
- ◇ Tent weights (4 milk jugs filled with sand & thin rope to tie to the tent supports)
- ◇ Business sign for top awning tent
- ◇ Area rug for inside the booth
- ◇ Folding tables
- ◇ Small round table(s)
- ◇ Folding chair(s)
- ◇ Small trash can & plastic bag
- ◇ Small sandwich sign for outside tent
- ◇ S-hooks, clips & chains for hanging items

Display

- ◇ Tablecloths for all tables
- ◇ Table runners
- ◇ Backdrop runners (for back wall of tent)
- ◇ Risers and/or shelving
- ◇ Earring & necklace display pieces
- ◇ Garment rack
- ◇ Full length mirror
- ◇ Merchandise

Supplies

- ◇ Cash box
- ◇ Change
- ◇ Apron
- ◇ Stylus (for signing credit cards on iPhone/iPad)
- ◇ Credit card readers (have at least 1 spare)

- ◇ Pens
- ◇ Receipt book
- ◇ Shopping bags & tissue paper
- ◇ Tulle for tying on shopping bags
- ◇ Tape
- ◇ Scissors
- ◇ Small stapler
- ◇ Extra price tags
- ◇ Business cards & holders
- ◇ Signs for credit cards accepted
- ◇ Clipboard & inventory list
- ◇ Tape measure
- ◇ Notepad
- ◇ Newsletter sign-up sheets on clipboard
- ◇ Hand-held mirror
- ◇ Repair kit (Krazy glue, thread & needle, jewelry tools)
- ◇ Fish hook ear wires (14K gold, silver & platinum)
- ◇ Alcohol wipes

Personal Items

- ◇ Bug spray
- ◇ Food (plus napkins & utensils)
- ◇ Hand towels (if it's really hot out, wet one with cold water to dab on your neck and forehead)
- ◇ Purse
- ◇ Go cup filled with coffee or tea
- ◇ Sweater or sweatshirt
- ◇ Flip-flops or other change of shoes
- ◇ Phone charger