

PRE MARKET CHECKLIST

MISC. ITEMS NEEDED

UPON ACCEPTANCE

- Date marked in calendar and reminders set.
- Booth fee is paid
- Accommodations booked.
- Transportation planned.
- Find a helper.
- Goal setting sheets completed.
- License/Insurance obtained if needed.
- Products planned and materials purchased.
- Packaging ordered.

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WEEKS BEFORE MARKET

- Display setup determined and props purchased.
- Supplies organized for transporting (bins, dolly, wagon, etc.)
- Promotions Planned
- Market promoted on all socials (*save time and schedule these in advance!*)

DAYS BEFORE MARKET

- All product is made and inventoried for easy tracking.
- Products are tagged properly with pricing and labels as needed.
- Display props are gathered and boxed up ready.
- Car has a full tank of gas and is ready to go.
- Outfit picked out.
- Lunch packed AND SNACKS!
- Cash box and credit card reader ready
- Papers Printed
 - Pricing Signage
 - Newsletter signup
 - Inventory Sheet
 - Day of checklist
 - Business Cards

