## PRE MARKET CHECKLIST

## UPON ACCEPTANCE

## MISC. ITEMS NEEDED

- Date marked in calendar and reminders set. ○
- Booth fee is paid $\circ$
- Accommodations booked. ○
- Transportation planned. ○
$\bigcirc$ Find a helper. 0
- Goal setting sheets completed. ○
- License/Insurance obtained if needed. $\circ$
- Products planned and materials purchased. $\circ$
- Packaging ordered. ○


## 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


## DAY OF MARKET CHECKLIST

## BOOTH SETUP

- Tent
- Tent Weights
- Tent Sides
- Table
- Tablecloth
- Chair
- Backdrop
- Banner
- Wagon/Dolly

DISPLAY

- Inventory
- Props/risers/shelves
- Signage
- Lighting
- Extension Cord
- Giveaways/Treats

MARKETING

- Business Cards
- Newsletter Sign Up
- About Me Sign


## SALES

- Cash box with plenty of change
- Credit card reader
- Logged into POS
- Pricing sheets
- Bags/boxes
- Tissue paper


## TOOLS

- Tape/glue
- Pen/pencil/marker
- Scissors
- Bag for garbage
- Screwdriver
- Hammer


## PERSONAL

- Snacks
- Gum/mints
- Water
- Hand sanitizer
- Band-aids
- Aspirin
- Kleenex
- Sunglasses
- Sunscreen
- Phone/camera/iPad
- Comfy shoes
- Comfy clothing
- Bug repellent
- Fan
- Battery charging pack


## MISC. ITEMS NEEDED

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