# PRE MARKET CHECKLIST

#### **MISC. ITEMS NEEDED UPON ACCEPTANCE** 0 Date marked in calendar and reminders set. 0 Booth fee is paid 0 o Accommodations booked. 0 Transportation planned. 0 o Find a helper. 0 o Goal setting sheets completed. License/Insurance obtained if needed. 0 o Products planned and materials purchased. Packaging ordered. 0

# **WEEKS BEFORE MARKET**

- Display setup determined and props purchased.
- Supplies organized for transporting (bins, dolly, wagon, etc.)
- o 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
  - o Pricing Signage
  - Newsletter signup
  - Inventory Sheet
  - Day of checklist
  - Business Cards

# DAY OF MARKET CHECKLIST

## **BOOTH SETUP**

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

# **DISPLAY**

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

# **MARKETING**

- Business Cards
- o Newsletter Sign Up
- o About Me Sign

# SALES

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

#### TOOLS

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

#### **PERSONAL**

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

# **MISC. ITEMS NEEDED**

- 0
- 0
- 0
- 0
- 0
- 0
- 0
- 0