

Christmas Craft Show Planning Checklist

BOOTH SET-UP

- Tent or pop up and trolley
- Table(s) and table covers, chairs
- Lighting and extension cords
- Banners and signage, price tags
- Shelves, risers, displays
- Mirror, clothes pins, safety pins, clips
- Seasonal decorations

PACKAGING MATERIALS

- Shopping bags, boxes
- Packing paper for fragile items
- Tissue paper

FEW WEEKS BEFORE SHOW

- Set up and photograph a mock display
- Make up an inventory list

AS SOON AS POSSIBLE

- Book venue

MUST HAVES

- A helper
- A big smile and positive attitude

OTHER THINGS (ADD YOUR OWN)

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PAPERWORK

- Business license
- Venue permit

PROMOTIONAL MATERIALS

- Business cards and holder
- Email sign up list
- Portfolio (look book) to show other styles

PERSONAL ITEMS

- Medicine for headaches, allergies, etc.
- Tissues and wipes
- Toiletries to freshen up
- First aid kit
- Change of clothes
- Sanitizer for hands
- Cooler
- Enough food and drinks for all day
- Spare eyeglasses if you wear them

SALES SUPPLIES

- Credit card reader, cell phone, tablet
- Order forms, price list, receipt book
- Money box, change, apron

OFFICE SUPPLIES AND TOOLS

- Pens, markers
- Notepad, scissors, tape (assorted)
- Paperclips, stapler
- Paper towels, spray cleaner, trash bags
- Basic tool kit (hammer, screwdriver etc)
- Craft supplies to use for quiet times
- Tape measure
- Tools to make product alterations or repairs on site

NIGHT BEFORE

- Choose an outfit for the day
- Gas up your vehicle & charge your phone
- Get a good night's sleep

