

**Billings Arts Association  
Artist Checklist**

| <i>status</i> | <i>Display</i>       | <i>status</i> | <i>Merchandise</i>                  | <i>status</i> | <i>Sales</i>                 | <i>status</i> | <i>Comfort and safety</i> |
|---------------|----------------------|---------------|-------------------------------------|---------------|------------------------------|---------------|---------------------------|
|               | gridwalls & feet     |               | art (ready to display) <sup>1</sup> |               | cell phone, charger          |               | chair                     |
|               | gridwall backer(s)   |               | cards                               |               | inventory sheet (filled out) |               | water bottle              |
|               | gridwall hooks       |               | prints                              |               | POS devices                  |               | mask(s)                   |
|               | folding table(s)     |               | quick sell pieces                   |               | cable to connect devices     |               | snacks                    |
|               | tablecloth(s)        |               | extra labels                        |               | extension cord               |               | hat                       |
|               | table display stands |               |                                     |               | hotspot on phone             |               | cooling neckband          |
|               | table easels         |               |                                     |               | cash box with change         |               | patio umbrella & stand    |
|               | floor easel          |               |                                     |               | receipt book and pen         |               | tent                      |
|               | artist's statement   |               |                                     |               | tissue paper                 |               | bug repellent             |
|               | guest book and pen   |               |                                     |               | merch bags, small & large    |               |                           |
|               | booth signage        |               |                                     |               | business cards & holder      |               |                           |
|               | table signage        |               |                                     |               | handouts                     |               |                           |
|               | Sticky Tack          |               |                                     |               | basic office supplies        |               |                           |
|               |                      |               |                                     |               |                              |               |                           |
|               |                      |               |                                     |               |                              |               |                           |
|               |                      |               |                                     |               |                              |               |                           |
|               |                      |               |                                     |               |                              |               |                           |
|               |                      |               |                                     |               |                              |               |                           |
|               |                      |               |                                     |               |                              |               |                           |

<sup>1</sup> Art with back tags, hang tags, and listed on your inventory sheet

Note this is a generic list, each artist should adjust to their own requirements