

event checklist



DATE: _____

LOCATION: _____

EQUIPMENT

- ☐ BINS
- ☐ TABLE
- ☐ TABLE COVER
- ☐ CANOPY/WEIGHTS
- ☐ SIDE PANELS
- ☐ CHAIR(S)
- ☐ DISPLAYS/LIGHTS
- ☐ SIGNAGE
- ☐ PRICE LIST/TAGS
- ☐ BANNER
- ☐ DECORATIONS

SALES

- ☐ CASH/CHANGE
- ☐ CASH BOX/APRON
- ☐ CC READER
- ☐ PAYMENT SIGN
- ☐ CALCULATOR
- ☐ ORDER FORMS
- ☐ BUSINESS CARDS
- ☐ BAGS/BOXES
- ☐ TISSUE PAPER
- ☐ LICENSE/PERMIT
- ☐ EMAIL SIGNUP

TOOLS

- ☐ EXTENSION CORDS
- ☐ TAPE/GLUE
- ☐ PENS/MARKERS
- ☐ SCISSORS
- ☐ PAPER CLIPS
- ☐ BAG FOR GARBAGE
- ☐ SAFETY PINS
- ☐ LINT ROLLER
- ☐ RUBBER BANDS
- ☐ CLIPBOARD

PERSONAL

- ☐ SUNGLASSES
- ☐ SUNSCREEN
- ☐ GUM/MINTS
- ☐ WATER
- ☐ FOOD/SNACKS
- ☐ HAND SANITIZER
- ☐ CLEANING WIPES
- ☐ LOTION/LIP BALM
- ☐ BAND-AIDES
- ☐ ASPIRIN
- ☐ TISSUES
- ☐ CHARGING CABLES
- ☐ FAN/HEATER

OTHER

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DON'T FORGET:

- CHECK THE WEATHER FORECAST
- PAY YOUR VENDOR FEE
- PRACTICE YOUR SET UP/TAKEDOWN & TAKE PHOTOS
- VERIFY ALL FORMS OF PAYMENT WORK
- DOUBLE CHECK SET UP & LOADING TIME
- START PROMOTING ON SOCIAL MEDIA

notes: ✨ ✨