

Craft Fair Checklist

Easy to follow checklist to jumpstart your show events



Tool Box:

Marketing Communications:

- ___ Business cards
- ___ Booth and tabletop signage/information
- ___ Brochure, catalog, postcard, flyer

Booth space & necessary equipment:

- ___ Sadly be sure you put expensive and smaller items in close proximity (helps reduce theft).
- ___ Notepad to build an email/ mailing list
- ___ Credit Card reader
- ___ Credit Card business account / EIN
- ___ Smartphone
- ___ Table cloths
- ___ Extra draping fabric
- ___ Stool or chair
- ___ Backdrop - Vinyl or cloth
- ___ Banner (Signage)
- ___ Floor covering - carpet/rug/bamboo (opt.)
- ___ First-aid kit
- ___ Handcart/dolly

- ___ Camera (Smartphone)
- ___ Tubs/Containers to hold/organize goods
- ___ Small broom, dustpan and trash bags
- ___ Canopy & methods to secure: weights or stakes
- ___ Tools such hammer, pliers, scissors, screwdrivers.
- ___ Superglue, string and (masking, scotch, packing and duct) tape.
- ___ Pens, markers, paper clips, clothespins & push pins.

Packaging:

- ___ Bags with your store name.
- ___ Packing paper for breakable items
- ___ Gift wrap
- ___ Ribbon

Others:

- ___ Cooler with water, snacks, packed lunch
- ___ Paper towels, moist wipes, tissues
- ___ Gum or Mints
- ___ Hat or cap, sunglasses, sunscreen, lip balm (Outdoors)

Notes: _____
