

CRAFT FAIR CHECKLIST

FOR THE TABLE

- Containers to transport products
- Display props (risers, baskets, etc.)
- Lighting (if extra is needed)
- Mirror (if products need to be seen on)
- Products-price and tagged
- Promotional items
 - Business cards
 - Flyers
 - Free giveaways
- Signage
- Table cloth
- Chairs (if not provided)
- Table (if not provided)

EXTRAS FOR THE DAY

- Directions to the event
- Extra price tags
- Tool kit
 - Glue
 - Notebook
 - Pen/Pencil
 - Safety pins
 - Scissors
 - Tape
- Water and snacks (the less messy, the better)
- Optional: book or something to work on if slower day

FOR MAKING SALES

- Calculator
- Cashbox or envelope
- Inventory list
- Money for change
- Shopping bags
- Tissue paper for wrapping

OUTDOOR EVENT

- Gazebo style tent (if not provided)
- Sunscreen
- Sunglasses
- Weight for corner of tent (if windy day)
- Weight for table cloth (if windy day)