

Craft Show Checklist

Personal Convenience:

- nail clipper
- chapstick
- gum or breath mints
- kleenex
- band-aids
- antacids
- pain reliever
- cell phone
- snacks and drinks in case you can't leave your table
- cell phone charger

Items Needed for Sales:

- pens
- fanny pack or apron for money (then you don't have to worry about a cash box)
- change (\$30 – ones, \$40 – fives, \$40 – tens)
- calculator (or use your smartphone)
- extra price tag labels
- business cards
- business card holders
- square app or paypal app on smartphone to accept credit cards
- receipt pad (I record all of my sales with a description, size, color, & price)
- money receipt pad (make them pay in full first for custom orders!)
- bags for customers

Add-Ons for Sales:

- extra buttons (give customer the option to add a flower to any hat)
- fabric flowers on clips (have extras on hand to add to any hat)

Customer Convenience:

- hand mirror for customers to see what they look like in the hats
- size charts (<http://www.crochetbyjennifer.com/charts.html>)
- master price list to refer to if something doesn't have a price
- digital photo frame to display photos of the items being worn/used
- candy or balloons for the kids, this will draw people to your booth!

Display Items:

- table(s) – if not provided
- chair(s) – if not provided
- tablecloths – if not provided
- banner or signs for your business
- wire cube display
- jewelry holder for crochet headbands
- basket for flowers
- mannequin heads/stands to display hats
- newborn size doll for displaying newborn hats and booties
- "over the door" hooks (if you are using the wire cubes)
- sheets to cover your display (if you set up your table the night before)
- cart/dolly for bringing your bins in from the car
- camera

Handy Miscellaneous Items:

- lint roller
- scissors
- tape
- hole punch
- paper clips
- binder clips
- white-out
- measuring tape
- needle/thread
- paper towels
- wet wipes (come in handy for cleaning off a dirty table before you set up)
- paper and marker to make impromptu signs
- small crochet hook (to work in ends if you discover you missed something)
- plastic bags for garbage