

# Art Show & Event Checklist

(For Craft Fairs, Exhibitions & PopUp Markets)

## Tips for Success

1. Arrive early best parking, calm setup
2. Bring a helper for breaks, extra hands
3. Engage, don't just sell People buy stories
4. Display prices clearly No "if you have to ask..."
5. Stay positive Energy is contagious
6. Network with other vendors Referrals flow both ways

**PREEVENT PREPARATION (Week Before)**

<b>Inventory &amp; Products</b>	<b>Sales &amp; Payment Setup</b>	<b>Marketing Materials</b>
<input type="checkbox"/> Select carvings for display (aim for variety: small, medium, large)	<input type="checkbox"/> Test card reader (Square, etc.)	<input type="checkbox"/> Business cards (minimum 100)
<input type="checkbox"/> Clean/dust all pieces	<input type="checkbox"/> Ensure adequate battery pack/power source	<input type="checkbox"/> Brochures/portfolio sheets
<input type="checkbox"/> Touch up finishes if needed	<input type="checkbox"/> Load receipt paper	<input type="checkbox"/> Commission information sheets
<input type="checkbox"/> Apply price tags/stickers	<input type="checkbox"/> Prepare cash float (\$50-\$200 in small bills: \$1s, \$5s, \$10s)	<input type="checkbox"/> Email signup sheet/clipboard
<input type="checkbox"/> Create "SOLD" tags for reserved pieces	<input type="checkbox"/> Set up cash box with compartments	<input type="checkbox"/> QR code for website/social media
<input type="checkbox"/> Prepare "Available for Commission" signs	<input type="checkbox"/> Update pricing if needed	<input type="checkbox"/> Signage: "Chainsaw Carvings by [Your Name]"
<input type="checkbox"/> Pack carefully with protective wrapping	<input type="checkbox"/> Print commission agreement forms	<input type="checkbox"/> Banner/tablecloth with logo
	<input type="checkbox"/> Prepare business contracts/deposit slips	<input type="checkbox"/> Photo album of previous work
		<input type="checkbox"/> Process photos (before/after shots)
		<input type="checkbox"/> Social media posts scheduled for event

## DAY BEFORE PACKING

Equipment & Booth Setup	Safety & Comfort	Packing Supplies
<input type="checkbox"/> Popup tent (10×10 recommended)	<input type="checkbox"/> First aid kit	<input type="checkbox"/> Moving blankets/padding
<input type="checkbox"/> Tent weights (minimum 40 lbs per leg)	<input type="checkbox"/> Fire extinguisher (if using electrical)	<input type="checkbox"/> Bubble wrap
<input type="checkbox"/> Tables (_____ number)	<input type="checkbox"/> Sunscreen & hat	<input type="checkbox"/> Packing tape
<input type="checkbox"/> Table covers/black cloths	<input type="checkbox"/> Water bottles/cooler	<input type="checkbox"/> Boxes/crates for transport
<input type="checkbox"/> Display stands/shelves	<input type="checkbox"/> Snacks/lunch	<input type="checkbox"/> Dollies/hand trucks (_____ number)
<input type="checkbox"/> Pedestals for featured pieces	<input type="checkbox"/> Weatherappropriate clothing	<input type="checkbox"/> Ratchet straps
<input type="checkbox"/> Outdoor rugs/flooring	<input type="checkbox"/> Rain gear/plastic sheeting	<input type="checkbox"/> Moving gloves
<input type="checkbox"/> Folding chairs (_____ number)	<input type="checkbox"/> Hand warmers (cold weather)	<input type="checkbox"/> Sharpie/labels for boxes
<input type="checkbox"/> Step stool/ladder	<input type="checkbox"/> Portable fan (hot weather)	
<input type="checkbox"/> Tool kit (hammer, screwdriver, zip ties, duct tape, scissors)	<input type="checkbox"/> Hand sanitizer & wipes	
<input type="checkbox"/> Extension cords (_____ ft total)	<input type="checkbox"/> Mask (if required/preferred)	
<input type="checkbox"/> Power strip/surge protector		
<input type="checkbox"/> Lighting (if needed): battery lights, spotlights		
<input type="checkbox"/> Ropes/bungees for securing		

## EVENT DAY LOADING

Vehicle Check	Loading Order (Load last = setup first)
<input type="checkbox"/> Gas tank full	<input type="checkbox"/> Tent & weights
<input type="checkbox"/> Trailer lights working	<input type="checkbox"/> Tables & displays
<input type="checkbox"/> Tire pressure checked	<input type="checkbox"/> Inventory (most fragile last/accessible)
<input type="checkbox"/> Maps/directions printed	<input type="checkbox"/> Personal/sales items
<input type="checkbox"/> Parking pass/credentials	<input type="checkbox"/> Tools/emergency kit

## BOOTH SETUP (Arrival)

<p>Structure &amp; Safety</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble tent securely</li> <li><input type="checkbox"/> Apply weights immediately</li> <li><input type="checkbox"/> Arrange tables/displays</li> <li><input type="checkbox"/> Run/safeproof electrical cords</li> <li><input type="checkbox"/> Test all lighting</li> <li><input type="checkbox"/> Secure everything against wind</li> </ul>	<p>Display Strategy</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create visual height variation</li> <li><input type="checkbox"/> Place highvalue pieces at eye level</li> <li><input type="checkbox"/> Leave walking space in booth</li> <li><input type="checkbox"/> Face pieces toward traffic flow</li> <li><input type="checkbox"/> Group by size/type/price point</li> <li><input type="checkbox"/> Place "feature piece" at front</li> </ul>
<p>Sales Station Setup</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange card reader/cash box/receipts</li> <li><input type="checkbox"/> Display business cards prominently</li> <li><input type="checkbox"/> Set up email signup</li> <li><input type="checkbox"/> Arrange commission information</li> <li><input type="checkbox"/> Place process photos/storyboard</li> </ul>	<p>Final Touches</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sweep/vacuum booth area</li> <li><input type="checkbox"/> Adjust lighting for best presentation</li> <li><input type="checkbox"/> Test card reader transaction</li> <li><input type="checkbox"/> Count cash float</li> <li><input type="checkbox"/> Set up personal items (chair, water, etc.)</li> </ul>

## DURING EVENT

Hourly Tasks	Sales Approach	Safety & Security
<input type="checkbox"/> Straighten displays	<input type="checkbox"/> Welcome everyone	<input type="checkbox"/> Never leave cash box unattended
<input type="checkbox"/> Engage visitors (smile, eye contact)	<input type="checkbox"/> Ask openended questions	<input type="checkbox"/> Make regular bank drops if large cash
<input type="checkbox"/> Share stories about pieces	<input type="checkbox"/> Share wood/process details	<input type="checkbox"/> Keep expensive pieces secured
<input type="checkbox"/> Demonstrate techniques if possible	<input type="checkbox"/> Discuss care/maintenance	<input type="checkbox"/> Watch for weather changes
<input type="checkbox"/> Collect email addresses	<input type="checkbox"/> Mention commissions	<input type="checkbox"/> Stay hydrated/hourished
<input type="checkbox"/> Process sales efficiently	<input type="checkbox"/> Offer business card to all	
<input type="checkbox"/> Take photos of booth/visitors (with permission)		

## TEAR DOWN & LOAD OUT

<b>Closing Procedure</b>	<b>Packing Strategy (First in = last out)</b>	<b>Post Event Vehicle Check</b>
<input type="checkbox"/> Process final sales		<input type="checkbox"/> Secure load with straps
<input type="checkbox"/> Pack cash/reader securely	<input type="checkbox"/> Wrap sold pieces carefully	<input type="checkbox"/> Check trailer hitch/lights
<input type="checkbox"/> Collect all personal items	<input type="checkbox"/> Pack small items first	<input type="checkbox"/> Ensure nothing obstructs view
<input type="checkbox"/> Get contact info for leads	<input type="checkbox"/> Dismantle displays	<input type="checkbox"/> Drive carefully you're tired!
<input type="checkbox"/> Thank event organizers	<input type="checkbox"/> Take down tables	
	<input type="checkbox"/> Collapse tent (shake off debris)	
	<input type="checkbox"/> Load heavy/structural items first	
	<input type="checkbox"/> Perform final sweep for belongings	

## Follow Up Tasks

- Deposit cash/record sales
- Email thank you to buyers
- Follow up with leads
- Add new emails to mailing list
- Post event photos on social media
- Review of what sold best
- Note display improvements