

handmade happy hours™

BRINGING ART AND COMMUNITY TOGETHER

Pre-Show Checklist

- Did you pay your vendor fee?
- Did you fill out the pre-show vendor form?
- Are you bringing your own table? If not, contact Jenny to rent a table (\$15)
- Do you have your promotional postcards?
 - Did you pick them up from Jenny? If not...
 - Did you order your postcards to be shipped to you?
- Did you purchase any perks?
 - Electrical
 - Premium spot
 - Press release
 - Guaranteed feature
 - Social media lottery tickets
- Did you mark it on your calendar, planning to be there at least 45 minutes prior to the event start time?
- Did you share the event graphics at least 3 times?
- Did you invite people to the FB event?
- Did you add it to your calendar on your website, Facebook, etc?

Day-of-Event Checklist

- Table & chair
- Cash, card reader
- Lighting
- Signage
- Goods
- Business cards
- Newsletter sign-up sheet
- Display pieces
- Tablecloth
- Bags for customer purchases