

Pack & Booth Setup Checklist

Pack the night before; set up in this order on the day



BOOTH & DISPLAY

- ☐ Canopy and leg weights (outdoor events)
- ☐ Table(s) and floor-length covers
- ☐ Risers, crates and display stands
- ☐ Chair or stool
- ☐ Lights and extension cord (if power is offered)

PAYMENTS & SALES

- ☐ Card reader, charged, plus a charger
- ☐ Cash float in a cash box
- ☐ "Payments accepted" sign
- ☐ Pen and this inventory sheet

PACKAGING & SIGNS

- ☐ Bags and wrapping
- ☐ Business cards or flyers
- ☐ Price tags and price signs
- ☐ Booth banner or name sign

TOOLS & COMFORT

- ☐ Tape, clips, scissors and zip ties
- ☐ Bungee cords or clamps
- ☐ Water, snacks and layers for the weather
- ☐ Trash bag and cleaning wipes

SETUP ORDER

- 1 Canopy up and weighted
 - 2 Tables and covers
 - 3 Displays, then stock
 - 4 Prices and signs
 - 5 Test a payment
 - 6 Step into the aisle and look

EXTRA ITEMS FOR THIS EVENT

[illegible]

Inventory & Restock Worksheet

Count before you leave and again at close; the gap is what sold



EVENT

DATE

Sold = Brought - Left at close. Sales \$ = Sold × Price. The first row is an example.

PRODUCT	PRICE	BROUGHT	LEFT AT CLOSE	SOLD	SALES \$	RESTOCK NOTE
e.g. Lavender soap bar	\$12.00	24	9	15	\$180.00	Bring 30

Market-Day Schedule & Final Prep



Write your times in, then work down the list on the day

EVENT	LOAD-IN TIME	PACKED BY
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TIME	WHAT HAPPENS	DONE
	Leave home	
	Arrive and check in	
	Unload, then park	
	Set up the booth	
	Market opens	
	Break (ask a helper or neighbor)	
	Midday restock check	
	Market closes	
	Count cash and stock	
	Pack and load out	

- NIGHT-BEFORE FINAL CHECKS
- ☐ Card reader charged and signed in

☐ Cash float counted and recorded

☐ Stock counted and packed by bin

☐ Directions, parking and load-in time saved

☐ Organizer's phone number saved

☐ Weather checked; rain and wind gear packed

☐ Vehicle loaded in reverse order: what you set up first goes in last

☐ Booth confirmation or vendor badge packed