

Craft Show Checklist

By Laura Bracken

- Advil
- Apron with money pocket in front or some other small wearable pouch for your money (on you at all times)
- Baby wipes
- Business cards and a holder
- Calculator if you don't use the one on your phone
- Chair (but don't sit unless you have to, in which case a really tall chair is best)
- Change (\$20's, 10's, 5's, etc)
- Chapstick
- Cushion pad to stand on
- Displays stands (in a pinch, use various sized boxes under a table cloth)
- Duct tape (to cover extension cord)
- Extension cord(s)
- Extra findings (particularly jumpings and an array of earwires/posts)
- Extra price tags
- Guest book
- Jewelry
- Jewelry inventory list (and mark them off when you sell them)
- Kleenex
- Laptop or electronic photo frame rotating through photos of your work and/or the "how to" process
- Lights and extra bulbs
- Mirror
- Mobil device (laptop, cell phone, iPad, etc) WITH charger
- Name tag showing that YOU are the jewelry maker
- Packaging (jewelry boxes/pouches, tissue, stickers of your shop logo, Ziploc baggies)
- Packing tape
- Payment accepted sign
- Pens and pencils
- Polishing cloth (can make up small sample sizes as gifts too)
- Power strip
- Receipt book or printed invoices you can fill in
- Rubbing alcohol and cotton pads in case someone tries on some earrings
- Scissors
- Scotch tape
- Separate notebook for taking down custom order info
- Sharpies
- Shop banner/large printed photos/posters
- Snacks (work better than lunch... do not eat a meal at your booth)
- Square or PayPal credit card swiper
- SRAJD certificate
- Straight pins, safety pins, and clothes pins (or binder clips to hold table cloth in position)
- Table
- Table risers if you use them
- Tablecloth
- Tools (for alterations or repairs)
- Trash can or paper bag to be used as one
- Treats and a bowl if you want
- Water bottle
- Wear a light top and take a sweater (be prepared for hot or cold)
- Ziploc bags (small ones for little items and gallon size ones for fast clean-up afterward)