

Craft fair checklist

33 things to sort before, during and after market day.

Sheets & Sums

Fair: _____ Date: _____ Pitch no.: _____ Float: _____

TWO WEEKS BEFORE

- ☐ Booking confirmed: date, setup time, pitch number, what's provided (table? chair? power?)
- ☐ Organiser rules checked: indoor/outdoor, gazebo size, any insurance or permit they require
- ☐ Stock counted: comfortably more than you expect to sell of your best sellers
- ☐ Every item priced (labels or clear price signs)
- ☐ Card reader charged, updated and tested with a real payment
- ☐ Products added to Market Day, with how many you bring (Products > Edit > Brought)
- ☐ Worth-it check done: break-even items known (craft fair calculator)

STALL AND DISPLAY

- ☐ Table and tablecloth (to the floor hides boxes underneath)
- ☐ Risers, crates or shelves to add height
- ☐ Gazebo with weights, if outdoors
- ☐ Sign or banner with your shop name
- ☐ Price signs and a small 'card accepted' sign
- ☐ Lights and extension lead, if there's power
- ☐ Mirror, if you sell jewellery or accessories
- ☐ Business cards, or a QR code to your shop
- ☐ Bags, tissue paper, gift wrap

MONEY

- ☐ Cash float in small notes and coins (write down how much)
- ☐ Cash tin or money pouch
- ☐ Card reader, charger and a power bank
- ☐ Phone charged, Market Day opened once with internet

TOOLKIT

- ☐ Tape, scissors, zip ties, clips and bungee cords
- ☐ Pens, marker, notebook, spare price labels
- ☐ Wipes, bin bag, basic first aid
- ☐ Order forms or a sign-up sheet for your mailing list

FOR YOU

- ☐ Water and snacks
- ☐ Warm layers, gloves and good shoes (Christmas markets get cold)
- ☐ A stool or chair
- ☐ Someone to cover breaks, if possible

AFTER THE FAIR

- ☐ Count the cash and compare with 'cash in tin' in Market Day
- ☐ Note your best sellers and what ran out
- ☐ Save a Market Day backup (Market > Save backup)
- ☐ Record the booth fee and costs for your books
- ☐ Follow up with new customers and mailing-list sign-ups

NOTES: BEST SELLERS, WHAT RAN OUT, NEXT TIME
