

Book Fair Checklist

Product and payment

- ☐ titles to sell
- ☐ price list, inventory list
- ☐ float for change
- ☐ square card & iPhone (and make sure apps work)

Displays: (25 minutes to set up)

- ☐ press sign
- ☐ table cloth(s)
- ☐ boxes, display stands for featured items
- ☐ wooden chest of freebies or candies
- ☐ price signs
- ☐ posters or sandwich board sign to post outside venue
- ☐ call for submissions
- ☐ sign up sheet for information
- ☐ Moo cards
- ☐ masks
- ☐ masking tape
- ☐ markers
- ☐ pens
- ☐ eraser

Projects underway:

- ☐ any unfinished chapbooks, book to read, or editing busywork
- ☐ long armed stapler
- ☐ staple remover
- ☐ needle and waxed thread
- ☐ paper cutter
- ☐ scissors

Etc:

- ☐ rolling suitcase to pack everything in
- ☐ wallet
- ☐ snack/meal, thermos
- ☐ bags for sales
- ☐ camera, spare camera battery
- ☐ recharge cable
- ☐ pay-as-you-go wifi in case no in-house wifi
- ☐ talk with everyone. don't hole up behind your table. have fun. meet people.

Event: _____

Date: _____

float	start of day #	ATM withdraw al	cash spent	day's end cash	sales by credit card	trades value
\$20 bills						
\$10 bills						
\$5 bills						
quarters						
total						

Event: _____ Date: _____

Day's Inventory

[illegible]