Craft Show Preparation & Packing Checklist

A printable checklist for the article’s 10 craft-show essentials. Check each supply category in order, then complete the final setup checks.

Event: _____ Date: _____ Booth: _____

1. Finished Wreaths and Products

- [ ] Finished wreaths in a variety of price points
- [ ] Seasonal wreaths
- [ ] Sports wreaths
- [ ] Everyday wreaths
- [ ] Smaller add-on items, if you sell them
- [ ] A few higher-priced statement pieces
- [ ] Extra bows, if you offer custom options

2. Booth Display Supplies

- [ ] Tables
- [ ] Tablecloths
- [ ] Grid walls or display racks
- [ ] Hooks, zip ties, or S-hooks
- [ ] Easels or stands
- [ ] Baskets or bins for smaller items
- [ ] Signs for product categories
- [ ] A banner or shop sign
- [ ] Weights for outdoor booths
- [ ] Clips or clamps

3. Pricing and Product Tags

- [ ] Price tags
- [ ] Hang tags
- [ ] Sticker labels
- [ ] A pricing sheet for custom work
- [ ] A marker or pen for last-minute changes
- [ ] Business cards
- [ ] Care instruction cards, if you use them

4. Payment Supplies

- [ ] Cash box or money pouch
- [ ] Small bills for change
- [ ] Card reader
- [ ] Fully charged phone or tablet
- [ ] Portable charger
- [ ] Backup charging cord
- [ ] Receipt book, if needed
- [ ] QR code payment sign, if you accept digital payments

5. Packaging Supplies

- [ ] Large clear bags
- [ ] Tissue paper, if needed
- [ ] Shopping bags for smaller items
- [ ] Twist ties or ribbon
- [ ] Care cards
- [ ] Thank-you cards
- [ ] Labels or stickers
- [ ] Packing tape
- [ ] Scissors

6. Repair and Emergency Supplies

- [ ] Glue gun
- [ ] Glue sticks
- [ ] Floral wire
- [ ] Pipe cleaners
- [ ] Zip ties
- [ ] Scissors
- [ ] Wire cutters
- [ ] Extra ribbon
- [ ] Extra tags
- [ ] Tape
- [ ] Safety pins
- [ ] Lint roller
- [ ] Outdoor extras: plastic covers, towels and extra weights, if needed

7. Business and Marketing Items

- [ ] Business cards
- [ ] Email sign-up sheet (with appropriate consent)
- [ ] QR code linking to your website
- [ ] Social media sign
- [ ] Custom order information
- [ ] Loyalty or coupon cards
- [ ] Small sign with your shop name
- [ ] Photos of past wreaths or custom work

8. Comfort Items for the Day

- [ ] Water
- [ ] Snacks
- [ ] Comfortable shoes
- [ ] Chair
- [ ] Sunscreen for outdoor events
- [ ] Jacket or sweater
- [ ] Hand sanitizer
- [ ] Tissues
- [ ] Trash bags
- [ ] First aid items
- [ ] Notebook
- [ ] Pens

9. Important Documents

- [ ] Vendor confirmation
- [ ] Booth number
- [ ] Event contact information
- [ ] Sales tax permit, if required
- [ ] Business license, if required
- [ ] Insurance information, if required
- [ ] Inventory list
- [ ] Copy of your setup rules

10. Final Craft Show Packing and Setup Checks

- [ ] Pack supplies by category in labeled bins or totes
- [ ] Test card reader, apps and backup batteries before leaving
- [ ] Check outdoor weather, anchoring and event rules
- [ ] When you arrive, unpack display fixtures before arranging wreaths
- [ ] Before opening: verify visible prices, clear walkways, stable displays and working checkout
- [ ] Take booth photos before customers arrive
- [ ] Make a note of forgotten, unused or extra-needed supplies afterward