

VENDOR CHECKLIST

One Week Before the Fair

Let's get ready for a successful and amazing day!



BUSINESS BASICS

- ☐ I know the name of my business.
- ☐ My booth sign is finished.
- ☐ I know what products or services I'll be selling.
- ☐ All of my products are finished or on schedule to be completed before the fair.
- ☐ My products are clean, organized, and ready to display.
- ☐ I have enough inventory for the event.



PRICING

- ☐ Every item has a price.
- ☐ My prices are easy for customers to see.
- ☐ I know how much each item costs.
- ☐ I've practiced making change.



BOOTH DISPLAY

- ☐ My tablecloth is clean and ready.
- ☐ I have a display plan for my booth.
- ☐ My products are organized in an attractive way.
- ☐ I have containers, baskets, risers, or stands if needed.
- ☐ My decorations fit within my booth space.



MONEY & PAYMENTS

- ☐ I have a cash box or money pouch.
- ☐ I have plenty of \$1 bills and coins for making change.
- ☐ My family has tested my digital payment option (if using).
- ☐ I have shopping bags, tissue paper, or packaging for purchases.



PRACTICE SELLING

- ☐ I can explain what my business sells.
- ☐ I know what inspired my business.
- ☐ I can answer questions about how I made my products.
- ☐ I've practiced greeting customers with a smile.
- ☐ I know how to thank customers after a purchase.



SECRET SHOPPER READY

- ☐ I reviewed the Secret Shopper questions.
- ☐ I can explain my favorite product.
- ☐ I know what I've learned from starting my business.
- ☐ I'm ready to share my entrepreneurial journey.



EVENT DAY SUPPLIES

- ☐ Products
- ☐ Booth sign
- ☐ Price signs
- ☐ Tablecloth
- ☐ Cash box
- ☐ Small bills and coins
- ☐ Payment device or QR code (if using)
- ☐ Bags or packaging
- ☐ Tape
- ☐ Scissors
- ☐ Pens and markers
- ☐ Extension cord (if approved)
- ☐ Water bottle
- ☐ Snacks
- ☐ Phone charger
- ☐ Business cards (optional)



THE NIGHT BEFORE

- ☐ Pack everything into one or two easy-to-carry bins.
- ☐ Double-check that nothing is left behind.
- ☐ Set out comfortable clothes and shoes.
- ☐ Charge your phone or payment device.
- ☐ Set an alarm.
- ☐ Get a good night's sleep!



FUTURE FOUNDER REMINDER

You've already done something amazing—you started a business!

Whether you sell one item or fifty, this experience is about learning, growing, and sharing your creativity with others. Be proud of your hard work, believe in yourself, and enjoy every moment of the fair.

**GOOD LUCK, FUTURE FOUNDER—
WE CAN'T WAIT TO SEE YOUR BUSINESS SHINE!**



EVENT DAY

- ☐ Eat breakfast.
- ☐ Arrive on time.
- ☐ Set up your booth before customers arrive.
- ☐ Smile and welcome everyone who visits.
- ☐ Have fun!
- ☐ Support other young entrepreneurs by visiting their booths.
- ☐ Remember to say "Thank you!" to every customer.