

FARMERS' MARKET CHECKLIST

TRAVEL & SETUP

- Dolly or cart
- Make sure you know:
 - Event address & directions
 - Unload zone location
 - Parking options

DISPLAY

- Inventory
- Tent
- Tent weights
- Table
- Chair
- Tablecloth(s)
- Props/risers/shelves
- Signage
- Lighting
- Extension cord
- Water/ice (for food items)
- Scale (for food items)

MARKETING

- Business cards
- Care cards/recipe cards
- Newsletter signup form
- Lookbook/catalog
- Samples/giveaway material

SALES

- Small bills & coins
- Apron/lockbox
- Credit card reader
- Licenses/permits/insurance
- Calculator
- Receipt book
- Order forms
- Shopping bags
- Tissue paper/bubble wrap

PERSONAL

- Food & drinks
- Cooler
- Gum/mints
- Hand sanitizer
- Kleenex/Aspirin
- Lotion/lip balm
- Sunscreen

OTHER

- _____
- _____
- _____
- _____
- _____

TOOLS

- Tape/glue
- Pen/pencil/marker
- Scissors
- Paper clips/Safety pins
- Rubber bands
- Extra tags/signs
- Lint roller
- Bag for garbage
- Tools for creating/fixing products

- Bug repellent
- Sunglasses/glasses
- Ergonomic mat
- Blanket
- Heater or fan
- Hat/gloves/scarf
- Rain jacket/umbrella