

VENDOR EVENT CHECKLIST

by Lynn Bardowski



Find Events



GIFT BAGS FOR VISUALS

- Recruit: Help Wanted
- Book: Pick A Date, Pick A Prize
- Sell: "Event Only" Offer
- Get Leads: Door Prize Entry
- Be Social: Facebook & Instagram

TECHIE STUFF & MORE

- Ask: Wifi & electric?
- Extension cord (if needed)
- Charger, Phone, Ipad, Square
- Tripod or selfie stick
- Tape, scissors, hand sanitizer, wipes

PRODUCT OFFER

- Bring a focused "Buy This > Get This" product bundle that makes it easy for attendees to say: Yes! I'll take that! Example: Buy this > Get a free gift, discount, coupon, etc...

HERO PRODUCT

- What is your absolute go-to hero product that people book a party for? Bring that. If you don't have one specific item bring a collection of products that solve a problem. Example: skincare, jewelry, cleaning system, etc..

TABLECLOTHS & PROPS

- Black cloth to cover an 8 ft table
- 2-3 (1 yard) accent fabrics to cover display boxes
- Fun props: seasonal, flowers, etc.

TREATS OR SAMPLES

- Bottled water
- Snack for you
- Chocolate/treats or free samples to draw people to your table

DOOR PRIZE SLIPS

- Door prize slip (paper or virtual)
- Lead magnet
- Gift certificate for prize drawing
- Pens

MARKETING MATERIALS

- Hostess packets + calendar
- Sponsoring brochures
- Biz cards or customer brochure
- Catalogs
- Order forms