

# handmade happy hours™

BRINGING ART AND COMMUNITY TOGETHER

## Pre-Show Checklist

- Did you fill out the pre-show vendor form?
- Did you pay your vendor fee?
- Did you carefully review the COVID guidelines at <https://handmadehappyhours.com/covid-safety-precautions/> ?
- Did you mark it on your calendar, planning to be there at least 45 minutes prior to the event start time?
- Did you share the event graphics on Instagram, Facebook, email newsletters, etc.?
- Did you add it to your calendar on your website, Facebook, etc?

## Day-of-Event Checklist

- Table & chair
- Cash, card reader
- Lighting
- Signage
- Goods
- Business cards
- Newsletter sign-up sheet
- Display pieces
- Tablecloth
- Bags for customer purchases

## Covid Items (\*required)

- Face mask\*
- Hand sanitizer and/or sanitizing wipes\*
- QR codes
- Adequate signage for information, pricing, etc

Please contact [handmadehappyhours@gmail.com](mailto:handmadehappyhours@gmail.com) with questions or comments.