

Becky Dean's - BOOTH CHECKLIST

Have a Pre-Packed booth box with supplies and information to make packing quick and easy.

- "Duck" tape - for taping down carpets, extension cords or putting up signs
- Clear tearable packing tape - for holding up recruiting board - signs, etc...
- Safety pins
- Straight pins
- Paper towels - the expensive kind in case there is a spill in your booth)
- Spray bottle of water - use these to wipe off your books before packing up at dusty events or to wash hands
- Kleenex box for runny noses
- Wet Ones or antibacterial pump for sticky hands - "only clean hands can touch books" (especially if they have cotton candy!)
- Chap stick/lipstick/makeup for touch-ups for you ☺
- Hooks for banners and Kid Kits (you can hook or safety pin kid kits to the front of your easel racks for display)
- Bookmarks - duck stamps - ink pad (an easy kids' activity) Or, other "kid-stoppers" - ex: duck game, coloring sheets
- "Prizes" - tootsie rolls or book marks
- Duck stickers
- Learning wrap-up x7 samples
- Credit card sign so people know you accept them - set a minimum if you wish
- Laminated signs for combined volumes - SALES signs
- Markers and card stock to make signs if needed while you are there
- Business card holders and business cards
- Hostess pkts to book parties there!
- Catalogs to sell pre-stuffed w/an order form you've designed with a flat \$5 s/h charge on it
- Acrylic literature holders - Have a 3 shelf one for your flyers/info in these and store in your office for a handy place to keep info to mail out. Then when doing a booth you'll just need to make more copies to fill it if needed. Also have a single shelf one for recruiting information and for "catalogs for sale". Keep it "stocked" in your office and you can quickly send out catalogs/consultant information when requested and it would be easy to grab when doing a booth to make sure you have everything you need.
- Book fair, Reach for the Stars, Literacy for a Lifetime, hostess info - current hostess special and customer specials
- Recruiting literature with current recruiting special of the month
- Recruiting Board - Recruiting Signs
- Raffle Slips for Drawing
- Drawing Box (I use an old Fisher Price shape sorter container)
- Clipboards for raffle slips
- Pens & extras (take two duck stickers and put on your pens as "flags" to prevent less from walking away)
- Bags (get 1,000 "Thank-You" plastic T-bags for about \$15 at Sam's Club)
- Thank You or advertisement "flyer" to stuff in bags/orders
- Plastic tablecloths for covering display at night (besides keeping books more secure, it helps block dust & water leaks)
- Plastic clothes pins to secure plastic tablecloths on top of racks (otherwise they slip down at night)
- Tablecloths
- Extra fabric for displays - placemats
- Banner(s)
- Tables
- Racks (table-top racks, individual book easels, kid kit rack, etc...)
- Calculator(s)
- Cash/Change
- Fanny pack or cash register to hold cash
- Ordering Slips (use sales books or cash & carry order forms or a cash register or plastic portable registers & forms found at: www.ABCtarget.com or www.nebs.com or www.OfficeDepot.com)



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