

Checklist: Events

- Event paperwork (vendor badges, parking passes, booth # etc)
 - Displays:
 - Boards (stand up & tabletop)
 - Headband racks
 - Decorative dish/basket for different bracelets
 - Cuffs, leathers
 - Hair clip boards
 - Tabletop Earring/Bracelet Display
 - Inventory (recommended to have at least 2-3 times the amount you expect or hope to sell)
 - Necklaces, bracelets (leather & cuff), rings, earrings, clips, headbands
 - Starlet shimmer (rings, earrings, bracelets)
 - Excess Inventory for restock
 - Mirrors (short and long)
 - Extra hooks/pegs
 - Signs:
 - \$5
 - Host a party
 - Become a consultant
 - Paparazzi Banner
 - Flooring? (for some big events)
 - Table cloth
 - Tables
 - Business Cards
 - Brochures & literature (about Paparazzi & for future consultants)
 - Drawing Slips
 - Basket for the drawing
- Pens
 - Drawing tickets
 - Shopping buckets
 - Home Party Sign-up sheet
 - Cash apron
 - Cash and change (recommended at least \$100-\$250, depending on the size of the event, in \$1's, \$5's & quarters)
 - Credit Card Reader
 - Calculator
 - Bags (for customers) (business cards already inside)
 - Tissue Paper (optional)
 - Calendar
 - Bungees
 - Jewelry Repair Kit (with Repair Pliers)
 - Velcro
 - Tape
 - Scissors
 - Thumb tacks & pusher
 - Duct Tape
 - Markers
 - Safety pins
 - Elastic bands
 - Zip ties (black & white)
 - Clip boards
 - Wire cutters (to cut zip ties)
 - Stocked lunchbox with snacks/food/drinks

For Outdoor Events:

- Canopy/tent
- Weight system, stakes, bricks, sandbags, tie downs, 5 gal buckets, cinderblocks, bags of salt, straps or bungees etc. (things to secure canopy from wind & weather)
- Lights?
- Tarps, cloths, clamps etc to secure your booth and inventory at night (if necessary)
- Extension cords?
- Ladder?
- Tools (hammer, screwdriver, wrench etc)

Supply bag

- Clips to hold together aluminum poles
- Hooks for headband holders
- 5 hooks for holding signs on pipe & draper
- 2 little black tables
- 2 white tables
- 2 sets of "Free Purse with purchase of 5 accessories"
- 1 velcroed "Win \$50 of jewelry" for basket
- 2 "Win \$50 of jewelry"
- Black table cloths (enough for back of boards & 2 table little tables)
- 3 Red table cloths
- 1 Large white table cloth
- 8 Headband Tubes
- 3 Ring boxes, 2 colored, 1 black
- Bracelet tree
- 36 Floor foam squares