



### Vendor Event Planner

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Fee: \_\_\_\_\_ Donation: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

#### Event Prep Checklist

- Booth Fee Mailed/Paid
- Supplies Ordered/On hand
- Vendor Event Bag Packed
- Sales Fliers
- Catalog/Highlight Mailers
- Clipboards
- Calculator
- Cash Change
- Signs/Banner
- Host Packets
- Open Party Dates
- Table Cloth
- Pens, Markers, Chalk
- Planner
- Order Forms
- Drawing Slips
- Business Cards
- Square/Paypal Reader
- Name Tag/Apron
- Bags for Purchases
- Fundraiser Packets
- Phone Chargers
- Product Demo/Display Items
- Tables, Tent, Chairs (if not provided)

#### Event Follow-Up Checklist

- Enter new leads into customer database
- Follow Up Phone Calls with Leads
- Contact Prize Winner(s)
- Thank you email to all leads
- Thank you note to event coordinator
- Get application/date for the next event

#### Event Summary

Catalog Orders Placed: \_\_\_\_\_

Cash & Carry Sold: \_\_\_\_\_

Total # of Leads: \_\_\_\_\_

Parties Booked: \_\_\_\_\_

Recruit Leads: \_\_\_\_\_

#### NOTES