

# Lafayette Art & Wine Beer & Wine Host Checklist

Here is a sample checklist, edit for your individual needs

Booth # \_\_\_\_\_

Beer or Wine Host: \_\_\_\_\_

## *Event Prep*

Admin Tasks:

- Booth contract signed and submitted.
- Certificate of Insurance submitted to Chamber.
- Logo provided to Chamber.
- ABC Training attended.
- RBS Certificate submitted.
- Volunteer Forms submitted to Chamber.
- Schedule enough staff/volunteers to cover the booth for the entire event.
- Re-order business cards, flyers, etc.
- Notify/Remind clients about festival participation.

## *Set Up List*

CHAMBER WILL PROVIDE THE FOLLOWING:

Beer Booths:

- Tent with Walls
- 6' Table (1)
- Chairs (2)
- Ticket Box
- 2.5 Gallons of Water
- Roll of Paper Towels (1)
- Bottle of Sanitizer (1)
- Orange Bucket (1)
- Swill Bucket (1)
- Water Pitcher (1)

Wine Booths:

- Tent with Walls
- 8' Table (1)
- Chairs (2)
- Ticket Box
- 2.5 Gallons of Water
- Roll of Paper Towels (1)

- Bottle of Sanitizer (1)
- Orange Bucket (2)
- Swill Bucket (1)
- Water Pitcher (1)
- Large Red or Purple Tubs (1-2)
- Sticks 1x1 (2)
- Soap (1)
- Trash Bags (2)
- Ice Chest (1)

(optional) Booth Setup/Supplies:

- Signage (prepare clear and attractive signs for your booth)
- Table Top Displays, Shelves, Racks, Stands, and/or Décor
- Signage of Social Media Handles
- Business Cards
- Brochures or Flyers
- Additional Wine Bottle Openers (if applicable)

(optional) Comfort Essentials:

- Snacks and Reusable Water Bottle
- Any Personal Medications, Sunscreen, Hats and Weather-Appropriate Clothing
- Activity for Downtime
- First-Aid Kit
- Portable Charger

## ***Day-of-Event & Post Event***

Setup, During, & Breakdown:

- Arrive early to set up and organize booth.
- Ensure all electronics are charged and functioning.
- Capture photos and videos for day-of and future content.
- Collect customer contact information for future marketing and sales.
- Encourage feedback.
- Remind your family, friends, and customers where they can find you!
- Make sure someone is always in the booth.
- Take with you overnight anything valuable.
- Send thank you emails or messages to customers who visited you.
- Follow up with leads and special requests.
- Review sales and performance.