

Event:

Date:

Location postcode:

Item	✓, x or N/A	Additional info
Pitch booked		
Parking booked or pay car park located		
Accommodation booked		
Route and travel time checked		
Insurance		
Stock ordered		
Price list updated & printed		
Audiobook pricelist updated		
Table top notices printed		
USB sticks for audio books		
Audiobooks loaded onto USB sticks		
Book stands		
Accommodation booked		
Shelter		
Camping chairs		
Blanket		
Table cloth		
Clips to hold tablecloth		
Drawing pins		
Sellotape		
Scissors		
Float checked		
Sumup unit charged		
Laptop		
Paper bags		
Business cards and holder		
Pen		
Free giveaway bookmarks		
Battery chargers		
Charger cables		
Multiway USB adaptor		
Phone(s) charged		
Update social media		

Up to date version of WIP on USB		
Something to read		
Food & drink		