

## Swap Meet Checklist

- Vendor badges (2 per table)
- Staff Badges (4 to 6)
- Table Reserved for Signs
- Vendor Invoices
- Blanks invoices (for late arrivals)
- Membership applications
- Silent Auction bid sheets (30 or so)
- Silent Auction tracking sheet
- Upcoming Events flyers or postcards
- Clipboards (8)
- Pens (2 doz)
- Black Marker
- Roll of Tape
- Blank paper
- Start-up Cash
  - 1's 50
  - 5's 20
  - 10's 10
- Swap Meet Cashout Form
- Receipt Book
- Roll of Blue single raffle tickets
- Roll of Red single raffle tickets
- Swap Meet Posters
- 8.5 X 11 Admission signs
- Swap Meet Layout Maps (4)
- Swap Meet directional signs