

Book Signing Checklist

- ☐ **Contact Information** – Printout of event coordinator's phone #, event address, and directions.
- ☐ **Books**
- ☐ **Table & Chair**
- ☐ **Tablecloth**
- ☐ **Pens, Sharpies**
- ☐ **Promo cards** (postcards, bookmarks, etc.) to hand out to everyone interested in your book. Many sales are made after an event on a digital device!
- ☐ **Business cards & holder**
- ☐ **Baggie of rubber bands** to wrap around promo cards to get out of an event quickly. They always break and get lost - you will need more! Bring a bag of them!
- ☐ **Plastic bags** (not leftover from a grocery store-you are a professional!) Buy nice bags or a box of new clear wastepaper basket liner bags for buyers to carry their new purchase of books in.
- ☐ **Wire Picture Frame Stands** to stand up books and promo materials
- ☐ **Posterboard displays with art easels or tripods** to display book covers or story collages
- ☐ **Banners with Stands** featuring your book covers or author promotion
- ☐ **Tiered Shelves, Risers, Book Racks, or Crates** to display books
- ☐ **Notepad**
- ☐ **Zip Pouch with Cash** (10's, 5's, plenty of 1's, and quarters) And / Visa Square or other payment taking device for credit cards
- ☐ **Calculator**
- ☐ **Scissors, Scotch Tape, yarn or string** (Because you just never know if you need these for table tie downs or who knows what! Always handy!)
- ☐ **Raffle baskets & block of non-sticky small colorful notepapers** - great for drawings - set this out with pens beside a **clear raffle bucket** to drop names in.
- ☐ **Stickers!** Autographed by Author stickers or book promo stickers.
- ☐ **Promo items & Freebies**
- ☐ **Candy & candy dish or cookies**
- ☐ **Clipboard** with your newsletter sign up. *This is important!!! Collect emails.
- ☐ **Snacks!** Water bottle and granola bars in case you get hungry!
- ☐ **Plastic Storage Bins** to pack books and all the small items on this list
- ☐ **Collapsible, Folding Wagon or Dolly Cart** to transport everything