



Event Tabling Setup & Teardown Checklist

Supply Kit Checklist

Essential Items:

Note: Check with event organizer beforehand - venue may provide tables, chairs, tents, or electrical access

- ✓ Table (The Aliquippa Food Co-op has a 4' table with a tight wrapped table cover and two chairs in the event an organizer does not have a table (see third bullet))
- ✓ Red Tablecloth with table runner with Co-op logo/branding for 6' or 8' tables provided by organizer
- ✓ Tent/canopy and weights/sandbags (for outdoor events)
- ✓ Extension cord and power strip, when needed
- ✓ _____
- ✓ _____

Materials & Supplies:

- ✓ Sign-up clipboard with member forms
- ✓ Pens (bring 5-6 extras)
- ✓ Rack cards
- ✓ Interest cards
- ✓ Membership Application Booklet
- ✓ Promotional items/swag
- ✓ Coupon books for cash and check payments
- ✓ Folder or envelope for completed forms

- ✓ Ipad
- ✓ _____
- ✓ _____

Pre-Event Preparation (24-48 Hours before the event):

- ✓ Confirm set-up and event time, location, and parking details
- ✓ Check the weather forecast
- ✓ Charge all electronic devices
- ✓ Pack supply kit
- ✓ Review event contact information
- ✓ _____
- ✓ _____

Day of Event

As you prepare for the event, ensure the following:

- ✓ Load vehicle systematically (heaviest items first)
- ✓ Arrive 30-45 minutes before the event starts to set-up
- ✓ Locate parking and unload zone
- ✓ Find event organizer for check-in
- ✓ _____
- ✓ _____

Setup Process (Allow 20-30 minutes)

When you arrive at the event venue:

Step 1: Secure Your Space

- ✓ Check in with the event organizer
- ✓ Locate your assigned table space
- ✓ Survey area for electrical outlets, if needed
- ✓ Set up the tent/canopy first (if outdoor) and secure the tent with weights/sandbags

Step 2: Table Setup

- ✓ Position table for maximum visibility
- ✓ Set up chairs behind the table
- ✓ Cover the table with the branded tablecloth/runner
- ✓ Ensure the tablecloth is secure and not flapping and can't be tripped over

Step 3: Material Arrangement

- ✓ Place materials systematically across the table
- ✓ Keep the sign-up area clear and accessible
- ✓ Position promotional materials (swag) for easy viewing but far enough back so people don't take them. Some swag is for one becomes a member, while others can be distributed to remind people of the co-op.
- ✓ Place the cash box in a secure but accessible location
- ✓ Store personal items under the table

Step 4: Final Safety Check

- ✓ Secure all materials from the wind
- ✓ Ensure walkways are clear
- ✓ Check that the setup is stable and safe
- ✓ Test any electrical equipment

Teardown Process (Allow 15-20 minutes)

As you prepare to leave at the end of the event:

Step 1: Secure Valuables First

- ✓ Count and pack cash/payment
- ✓ Gather all completed forms and paperwork
- ✓ Pack electronic devices

Step 2: Pack Materials NEATLY in Containers

- ✓ Pack promotional materials in reverse order of setup
- ✓ Clean and pack reusable supplies
- ✓ Dispose of any trash properly
- ✓ Fold and pack the tablecloth

Step 3: Dismantle Setup

- ✓ Pack chairs and table
- ✓ Take down the tent/canopy last
- ✓ Load vehicle in reverse order of unloading

Step 4: Area Check

- ✓ Leave the area cleaner than found
- ✓ Check for forgotten items
- ✓ Return any borrowed event supplies