Card show checklist

Every task from booking the venue to announcing the next date.

Show: _____

Date: _____

3–6 MONTHS OUT — Lock in the basics

- [ ] Pick a date. Check nearby shows and holiday weekends so you aren't splitting the same crowd.
- [ ] Book the venue and get the contract in writing: hours, load-in time, tables and chairs included, power, parking.
- [ ] Measure the room or get the floor plan from the venue.
- [ ] Get event liability insurance, and ask the venue if they need a certificate naming them.
- [ ] Check what your city and state or province need: event permit, sales tax registration.
- [ ] Write a budget: venue, insurance, rentals, staff, marketing. Work out your break-even.

Notes

2–3 MONTHS OUT — Open sales

- [ ] Decide your table types and prices (standard, corner, premium wall).
- [ ] Draw the floor plan: rows, aisles, entrance, cashier, food.
- [ ] Publish the show page with the date, address, hours and admission.
- [ ] Open vendor table sales or applications.
- [ ] Set admission prices, plus early entry if you'll offer it.
- [ ] Invite vendors you know: past shows, local shops, buy-sell groups.

Notes

4–6 WEEKS OUT — Fill the room

- [ ] Post the vendor list as it grows. Collectors come for the vendors.
- [ ] Drop flyers at local game stores and comic shops.
- [ ] Post in local collector groups and on your socials every week.
- [ ] Assign tables, and send each vendor their table number.
- [ ] Line up staff or volunteers for the door, load-in and the floor.
- [ ] Order signs: entrance, table numbers, admission price, Wi-Fi.

Notes

SHOW WEEK — Confirm everything

- [ ] Email vendors their load-in time, entrance, parking and table number.
- [ ] Confirm the venue, rentals and staff. Reconfirm hours.
- [ ] Print the floor map for the entrance and the vendor check-in desk.
- [ ] Charge the phones you'll scan tickets with, and bring a battery pack.
- [ ] Prepare a cash float for the door, in small bills.
- [ ] Post a final reminder with the time, address and parking.

Notes

SHOW DAY — Run the floor

- [ ] Arrive before load-in. Tape table numbers down to match the map.
- [ ] Check vendors in as they arrive and point them to their tables.
- [ ] Open the door on time. Scan tickets and sell at the door.
- [ ] Walk the floor every hour: aisles clear, vendors happy, trash handled.
- [ ] Take photos and short videos for next show's promotion.
- [ ] Close on time, then walk the room with the venue before you leave.

Notes

THE WEEK AFTER — Close it out

- [ ] Thank vendors and attendees, and share the photos.
- [ ] Ask vendors how it went: sales, traffic, what to change.
- [ ] Settle up with the venue and pay any staff.
- [ ] Review the numbers: tickets sold, tables filled, profit.
- [ ] Announce the next date while the show is still fresh.

Notes