

Checklist for Reading at Fairs and Events **By Joy Vernon Tarot and Reiki**

All Events

1. Card table or similar, if not provided
2. 3 folding chairs, if not provided
3. 2-5 decks
4. Business cards
5. Business poster and easel and/or bio in acrylic holder
6. Sign-up list with reading times indicated (in 10, 15, or 20 min increments)
7. Mailing list sign-up sheet or guest book
8. Pens
9. Spray bottle with rosemary water or sage water for energetic clearing of space
10. Incense and/or candles for energetic clearing of space if allowed in venue
11. Kleenex
12. Personal table decorations and supplies
 - a. table covering
 - b. reading cloth
 - c. stones and crystals or similar
 - d. big clips to hold table covering in place (outside for windy day)
 - e. safety pins, scotch tape, duct tape
13. Small cooler
 - a. ice or ice pack
 - b. plenty of water
 - c. snacks or food depending on length of shift
14. Cash box with \$50 in 5's and 1's to make change
15. "Square" or other similar credit card swiper for your smart phone
16. Fabric/tapestries/sarongs for extra decoration
17. Timer (can use timer or stopwatch feature on cellphone or download an app)
18. Camera to take archival photos of your booth and you working with clients
19. Folding screen for privacy or to create a backdrop for your booth space
20. Handouts/marketing materials for additional services offered, upcoming events, etc.
21. Hotline numbers (i.e., suicide hotline, AA, NA, etc.)

Outdoor Events, Additional Items

1. Tent
2. Weights or empty jugs to fill with water to anchor tent
3. Scissors, twine, zip ties
4. Large sign, banner or sandwich board sign for outside tent
5. Dolly, handtruck, wagon, or similar for moving things from car to setup location
6. Side table
7. Rug
8. Ice packs or personal battery operated fan to stay cool

