

(12/21/04)

## CONVENTION CHECKLIST

### General

- Trip File
- Cashbox — \$1, \$5, \$10 bills and quarters
- Issues for Sale

### Display

- Tablecloth
- Display stands for comics
- Promotional artwork/posters
- Banners
- Easels
- Original Art
- Backdrop Art/Artboard
- Clear binder display for upcoming issue

### Office Supplies

- Mailing List Sign-Up Sheet
- Inventory Sheets (Books In/Out and Cash In/Cash Out)
- Receipt Book
- Sales Tracking Sheet
- Box for Business Cards
- Calculator
- Receipts/Expenses
- Post It Notes
- Index Cards
- Knife
- Scissors

### Promotional

- Flyers
- Catalog
- Tablecloth
- Business Cards
- Posters

## Art Supplies

- [ ] Signing Pen
- [ ] Backing Boards (for sketches)
- [ ] Sketchbook
- [ ] Inking Pens, Pencils, Eraser
- [ ] Straight Edge
- [ ] Guest Sketch Book