

Vendor Coordination Checklist

Complete pre-event checklist for event planners & pop-up organizers

How to use this checklist: Work through each phase in order. Check off each item as completed.

PHASE 4: 2-4 WEEKS OUT - Logistics Lock-In

- ☐ Finalize site map: confirm each booth number on map
- ☐ Send updated site map to all confirmed vendors
- ☐ Confirm load-in windows: assign 30-min slots per vendor
- ☐ Send load-in schedule email to all vendors
- ☐ Confirm payment balance: send invoice for remaining balance
- ☐ Collect outstanding vendor payments
- ☐ Arrange on-site WiFi / point-of-sale connectivity (if provided)
- ☐ Brief volunteers/staff on vendor check-in process
- ☐ Designate point-of-contact email for vendor inquiries

PHASE 5: EVENT WEEK - Final Confirmations

- ☐ Send "1 week out" reminder email with final logistics
- ☐ Confirm attendance from every vendor (reply deadline 48 hrs before)
- ☐ Reach out individually to any non-responders
- ☐ Confirm parking / vehicle access for load-in day
- ☐ Print vendor check-in list (name, booth #, load-in time, status)
- ☐ Prepare vendor welcome packets / wristbands if applicable
- ☐ Charge radios, tablets, and check-in devices
- ☐ Brief day-of team lead on vendor check-in procedure
- ☐ Assign booth numbers and confirm layout for all accepted vendors

PHASE 6: EVENT DAY - Check-In & Operations

- ☐ Set up vendor check-in station at main entrance
- ☐ Check in vendors against printed roster as they arrive
- ☐ Confirm booth assignments match site map
- ☐ Conduct power walk: verify all electrical connections are safe
- ☐ Note any no-shows; attempt contact before load-in window closes
- ☐ Address vendor questions and resolve setup disputes
- ☐ Take photos of all vendor booths for records / social media
- ☐ Confirm vendors are compliant with signage & space rules
- ☐ Confirm power needs: amperage, plug type, generator assignment

PHASE 7: POST-EVENT - Wrap-Up

- ☐ Send thank-you email to all vendors within 24 hours
- ☐ Process vendor feedback survey (NPS + open-ended)
- ☐ Document any vendor policy violations for future reference
- ☐ Archive signed contracts and compliance documents

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