Confirm before you pack

Audersigt | Planning worksheet | English | 26 October 2026

Event / studio:

Dates / destination:

Host contact / alternative contact:

For each item: H = host provides, B = bring, ? = confirmation needed.

- [ ] **Access**
  Check-in, loading entry, badges, appointment hours, teardown.

- [ ] **Workspace**
  Usable size, tables, seating, client support, storage, overnight access.

- [ ] **Power / light**
  Sockets, supply details, extension rules, task light.

- [ ] **Stencil setup**
  Printer, compatible paper, connection and print scale.

- [ ] **Consumables**
  Who supplies each item; handwashing, cleaning and waste arrangements.

- [ ] **Documents**
  Who confirms local requirements, requested forms and deadlines.

- [ ] **Guest spot**
  Bookings, deposits, payment, client contact, follow-up and supply charges.

Record reply date and reference for each confirmation. Unanswered items stay open.

Planning aid only. Not a procedure, work permit or airline approval.

Pack, verify and count back

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- [ ] Measure and weigh the packed case; verify every leg with the carrier.
- [ ] Check actual battery labels and restricted items separately.
- [ ] Test machine, compatible power, charger, cable and cartridges together.
- [ ] Check printer, paper, connection, output scale and two file copies.

Item	Out	Host	Bag / module	Back	Action

Separate protected equipment, sealed stock, documents and display items.

Used items and waste follow the host procedure, not ordinary return stock.

At teardown: reconcile counts; record damage, missing items and replenishment.

Current verification sources (check the rules for your own event and route):
thenewyorktattooconvention.com/artist-info
faa.gov/hazmat/packsafe/lithium-batteries | caa.co.uk/packright

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www.audersigtofficial.com/blog/tattoo-convention-packing-list