

PLANNING TEMPLATE

Build your booth with this doc as a guide—customization encouraged!

Craft Booth

- **Materials Needed:** Glue, scissors, construction paper, markers, cardstock, beads, string, pipe cleaners, templates
- **What Will Participants Do:** Make themed crafts such as super hero masks, character bookmarks, DIY comic panels, or fandom keychains
- **Guiding Questions**
 - What fandom or genre will your craft represent?
 - Will you demonstrate the craft, or have a how-to sign or flyer?
 - How will you make your booth interactive and fun?

Registration Booth

- **Materials Needed:** Clipboards, printed “badges,” lanyards, sign-in sheets, a table, signage, markers, stickers for badge customization
- **What Will Participants Do:** Register as Comic Con attendees, choose a fan name or superhero alias, create a badge
- **Guiding Questions**
 - How will you welcome people to Comic Con?
 - How will you organize attendees? Will you assign roles or tracks (artist, fan, cosplayer, etc.)?
 - Will you offer a schedule or event guide?

Cosplay Contest

- **Materials Needed:** Costume elements, props, mirrors, red carpet/fabric runway, judging sheets, prize tokens
- **What Will Participants Do:** Walk the “runway” in costume, judge each other or present characters, possibly do a short skit or pose
- **Guiding Questions**
 - What are the rules of the cosplay contest?
 - Will you have different categories (funniest, most original, best lookalike)?
 - How will people sign up or vote?

Fan Club Booth

- **Materials Needed:** Posters, character bios, trivia cards, fan art, stickers/buttons (real or paper), info flyers

- **What Will Participants Do:** Join a fan club, discuss shared interests, play trivia or games related to a show/book/game
- **Guiding Questions**
 - What fan club are you representing? (e.g., Harry Potter, Anime, Marvel, etc.)
 - Will you have discussion prompts or games?
 - How will you welcome new fans or teach them about the fandom?

Vendor Booth

- **Materials Needed:** Printed “merch,” mock price tags, display stands, bags or pretend currency
- **What Will Participants Do:** “Buy” and “sell” fandom merchandise, promote themed products, offer bundles or deals
- **Guiding Questions**
 - What are you selling, and why would fans want it?
 - How will you display your products to catch attention?
 - How will you role-play pricing, deals, or promotions?

Artist Alley

- **Materials Needed:** Drawing paper, colored pencils/markers, printed art examples, portfolios, sketchbooks
- **What Will Participants Do:** Display and “sell” original fan art, draw custom art, take pretend commissions
- **Guiding Questions**
 - What kind of art will you offer (portraits, posters, stickers)?
 - How will you showcase your work?
 - Will you allow people to watch you draw or request something?

Planning and Advertising Booth

- **Materials Needed:** Poster board, Canva/Google Slides templates, printed flyers, megaphone (optional!), markers
- **What Will Participants Do:** Create signs, social media posts, or a “commercial” to advertise Comic Con
- **Guiding Questions**
 - How will you promote your Comic Con event?
 - Will you make posters, digital ads, or a jingle?
 - What makes Comic Con exciting or worth attending?