

## Networking Success Blueprint: Before & During Checklist

	Booth	Speaking	Networker
Schedule Event in Calendar			
Schedule Follow-up time in calendar (do this before going!)			
Travel Directions			
Business Cards			
Contact Form			
Booth dimensions			
Table cloth / skirt			
Banner			
Raffle Prize			
Entry Ballots			
Ballot box			
Offer sheet			
Pens			
Power Outfits			
Hair cut / colour			
Manicure / Pedicure			
Give-aways / promos			
Notebook			
Smile – don't forget this is important!			
Name Badge – right hand side			