

6 mos-1 year out	Show: _____
	Dates: _____
	City, St: _____
	<input type="checkbox"/> Job Code: _____
<input type="checkbox"/> Registered: via _____ on _____	
Payment	Payment Total: _____
	Deposit: Due: _____ Sent: _____
	Balance: Due: _____ Sent: _____

6 mos	<input type="checkbox"/> Company Description Provided: _____
	<input type="checkbox"/> COI sent: _____
	<input type="checkbox"/> Booth #: _____

3-6 mos	Set up: Date _____ Time _____
	Breakdown: Date _____ Time _____
	Exhibit Hours: _____

2-3 mos out	<input type="checkbox"/> Table & Chairs _____ Included or Ordered
	<input type="checkbox"/> Extra table? _____ Not Needed or Ordered
	<input type="checkbox"/> Electricity _____ Included or Ordered
	<input type="checkbox"/> Carpet _____ Not Needed or Ordered
	<input type="checkbox"/> Lead Retrieval _____ Not Needed or Ordered
	<input type="checkbox"/> Representative _____
<input type="checkbox"/> Travel info provided to rep	

1-2 mos out	<input type="checkbox"/> Badge name provided to conference
	<input type="checkbox"/> Collect Travel Info: <input type="checkbox"/> Flight <input type="checkbox"/> Hotel <input type="checkbox"/> Car

Notes for Checklist	_____
	_____
	_____
	_____

MISC NOTES <small>(reservation, return, ship, etc)</small>	_____
	_____
	_____
	_____

8mos-1 year out	Speaker preference: _____
	<input type="checkbox"/> Contacted conference
6 mos out	<input type="checkbox"/> Confirmed availability with speaker
	Circle: Unrestricted educational grant OR paying directly
3-6 mos	<input type="checkbox"/> Lecture Title & Objectives recorded on sked & sent to conf
	Lecture Date/ Time: _____
2 mo	<input type="checkbox"/> Lecture information given to Marketing for flyer
	<input type="checkbox"/> Final confirmation and travel details provided to speaker

Mailer Date: _____
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2 months	Expected attendance: _____
	Booth package: A B C
	<input type="checkbox"/> Table Top
<input type="checkbox"/> Pipe & Drape	
Booth type: _____	

2 months	<input type="checkbox"/> Determine ship method: Drayage OR Direct to Site
	<input type="checkbox"/> Checklist to rep date: _____
	<input type="checkbox"/> Checklist & Cover Page to office date: _____
	Ship date: _____
Must arrive by: _____	

3 weeks	Attendee list: NONE or PRE - AT - POST
	Attendee list requested: _____
	Attendee list received: _____

After Shipment	<input type="checkbox"/> Drayage paperwork done: _____
	<input type="checkbox"/> Packet to rep date: _____
	<input type="checkbox"/> Check tracking on shipment

After Show	<input type="checkbox"/> Verify materials are en route back to warehouse
	<input type="checkbox"/> Review feedback from rep
and complete any action items	