Preparing for Bridges to Better Business

Participant Check-List

Before the event

- ☐ Business Cards
- ☐ Note Pad
- ☐ Pen/ Pencils
- ☐ Prepare your Round Table Challenges/ Issues/ Problems
- ☐ Prepare your Seminar questions
- ☐ Prepare your elevator pitch
- ☐ Three goals for the day – What would you like to accomplish?

During the event

- ☐ Turn off cell phone/pager
- ☐ Review agenda
- ☐ Review floor plan of venue
- ☐ Review list of the participants
- ☐ Review list of the mentors/ facilitators
- ☐ Collect information
- ☐ Collect business cards
- ☐ Take notes during the round table or seminar
- ☐ Take notes during the keynote address
- ☐ Get the names of everyone at the lunch
- ☐ Take notes during the trade show / networking
- ☐ Check messages at break time
- ☐ Listen carefully
- ☐ Keep an open mind
- ☐ Complete evaluation forms

Notes: