

# Trade Show Schedule

Action	By Whom	Date
<b>5 MONTHS PRIOR TO THE SHOW</b>		
Select space	_____	_____
Mail contract and deposit	_____	_____
Perform a market analysis	_____	_____
Choose a theme, set objectives, develop the message outline	_____	_____
Consider competitive offerings and decide on booth strategy	_____	_____
Include all department heads in planning	_____	_____
Commit the show plan to writing	_____	_____
Consult with agency or display builder	_____	_____
Establish a realistic show budget	_____	_____
Preliminary booth staffing	_____	_____
Make preliminary travel plans, flights and hotel	_____	_____
Check the rules of the show against the show plan	_____	_____
<b>4 MONTHS PRIOR TO THE SHOW</b>		
Finalize booth design/submit for approval if necessary	_____	_____
Check collateral materials - reorder, if required (Ship to office, not show site)	_____	_____
Order all supplies and equipment needed for booth	_____	_____
<b>3 MONTHS PRIOR TO SHOW</b>		
Send in requested show forms	_____	_____
Check exhibitors' kit for forms to cover equipment, carpet, furniture, plants, electricity	_____	_____
Arrange for the shipment of all:		
Literature	_____	_____
Samples	_____	_____
Give-a-ways	_____	_____
Exhibit materials	_____	_____
Preshow promotion, mailings, trade press advertising, press kits	_____	_____
Prepare press releases	_____	_____
<b>1 MONTH PRIOR TO THE SHOW</b>		
Pre-erect your display	_____	_____
Reconfirm hotel/flights	_____	_____
Schedule a training session	_____	_____
Check booth supplies	_____	_____
Prepare briefing book	_____	_____
Recheck shipping arrangements	_____	_____
Confirm exhibitors' service kit for shipping dates	_____	_____
Erect the exhibit on the first day of the show	_____	_____