

Trade Show Checklist:

Decoration:

- ☐ Banner
- ☐ Bungee cords (for Banner)
- ☐ Plants

Documentation:

- ☐ Copies of Services provided in protective Sleeves (3)
- ☐ Copies of Body wrap sheets in protective Sleeves (3)

Electronics:

- ☐ Batteries AAA (for MP3 Player)
- ☐ Extension cord (for Jeanie Rub)
- ☐ MP3 Players
- ☐ Power strip

Office Supplies:

- ☐ Business cards
- ☐ Clip boards
- ☐ Duct tape (to tape cords to floor)
- ☐ Folders (keep papers organized)
- ☐ Table cloth
- ☐ Paper towels (massage face paper)
- ☐ Pens

Office Utilities/Furniture

- ☐ Jeannie Rubs (2)
- ☐ Massage chairs (2)
- ☐ Tables (2) & Chairs (10)