

BRAND PRE-SHOW CHECKLIST



№	ACTIVITIES	<input checked="" type="checkbox"/>
1 Month+ Prior to Show		
1	Send physical catalogs to showrooms	
2	Email product list to agencies or if you manage your data, update your account	
3	Email new product images to agencies, or update your account	
4	Email new pdf catalogs/sell sheets to agencies, or update your account	
5	Email promos to agencies, or update your account	
6	Send new product samples to showrooms	
7	Book flights & hotel (the show's hotel booking site often opens the 1st day of show for following year)	
Week Prior / Week of Show		
8	Email customers: new products, promos, which shows you'll be attending & where	
9	Download latest updates for iPad and mtPro app (if applicable)	
10	Ensure company settings in MT are up to date (order email, terms, min order)	
11	Ensure you've packed all cords, portable chargers, scanner (& booklet), devices	
12	If you will be writing orders with the mtPro app, sync before you leave	
At Show		
13	If you are writing orders with the mtPro app, test the Agency's WiFi when you arrive	
14	Spend time with each salesperson to ensure they know your line	
15	If you are writing orders with the Pro app, ensure you sync each morning & evening	
16	Ensure there are no unfinished orders on your iPad before you leave	