SALESPERSON PRE-SHOW CHECKLIST

MARKETTIME

№	ACTIVITIES	☑
	1 Month+ Prior to Show	
1	Ensure your travel/hotel is booked	
2	Invite your customers and offer a preview of new products or enticing promos	
3	Pre-set appointments with your customers during the show	
4	Review which lines will have products displayed in each of your agency's showrooms and which you'll need catalogs for	
5	Review the show promos for each of your lines	
6	Ensure the device you're planning to use for order writing is in good working order	
7	Ensure you have a scanner that pairs well with your order writing device	
8	Download the latest update for your iPad and mtPro app	
	Week Prior / Week of Show	
9	Sync your iPad being used for order writing - the initial one may take longer. Ensure you have set your device to not sleep. Go to your iPad Settings > Display & Brightness > Auto-Lock. Set Auto-Lock to "Never"	
10	Ensure you've packed all cords, portable chargers, scanner, & **scanner booklet**	
11	Make a cheat sheet of the lines in the showroom (promo, min. order, hot product)	
12	Send a reminder email to your customers; confirm appointments	
13	If you will be writing orders with the mtPro app, sync before you leave for the show	
	At Show	
14	Test your device with agency's WiFi, check that printers are visible, SYNC!	
15	Ensure your Default Order Code is set to the name of the active Market; talk to your agency admin if a change is needed	
16	Ensure you sync each morning and evening	
17	Don't forget to eat - pack snacks for each day; drink water	
18	Ensure there are no unfinished orders on your device before you leave & that your Default Order Code is reset by the agency admin	