

AGENCY ADMIN PRE-SHOW CHECKLIST



№	ACTIVITIES	
	1 Month+ Prior to Show	
1	Email vendors to request catalogs, updates to product lists, images, promos, etc.	
2	Email vendors to request any new samples be sent to the showroom	
3	Verify the products in the showroom scan properly.	
4	Ensure all iPads & scanners are in working order for all order writers	
5	Ensure all Vendors can process payments securely or signed up for mtCharge+; remind order takers about being PCI compliant when taking credit card numbers	
6	Ensure all iPads & scanners have been updated (operating system, mtPro app, etc)	
7	Ensure printers are visible on each iPad being used for order writing	
8	Ensure all salespeople have proper visibility to their customers & vendors	
9	Set up any order writing accounts for temp showroom help	
10	Set up any order writing accounts for manufacturers writing in the showroom	
	Week Prior / Week of Show	
11	Set the Default Order Code to the name of the active Market for all order writers	
12	Post instruction in the showroom for pairing scanners, printers to use & WiFi access	
13	Run a sync on all agency devices being used for order writing - the initial sync may take longer. Ensure you have set your device to not sleep. <i>Go to your iPad Settings > Display & Brightness > Auto-Lock. Set Auto-Lock to "Never"</i>	
14	Ensure all vendor updates have been received (+catalogs, new samples)	
15	Label and document each agency order writing device & it's paired scanner	
16	Ensure order writing devices & scanners are charged & have a charging home	
	At Show	
17	Ensure the Default Order Code is the name of the active Market for all order writers	
18	Ensure all order writers are syncing their mtPro app every morning & evening	
19	At the end of the show, ensure there are no unfinished orders on the devices & the Default Order Code is reset for each order writer	