**TRADE SHOW PLANNING CHECKLIST**

Show Date:

Show Location:

Manager:

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Description** | **Person Responsible** | **Due Date** | **?** |
|  | | | |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |
| [Category, Task Description] | [Assigned person name] | [DD/MM/YYYY] |  |