**TRADE SHOW PLANNING CHECKLIST**



|  |  |  |
| --- | --- | --- |
| **4 months before** |  |  |
|  | * [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
 |  |
|  |  | **2 months before** |
|  | * [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]

 |  |
| **1 week before** |  |  |
|  | * [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
 |  |
|  |  | **At show** |
|  | * [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]

 |  |
| **Post show** |  |  |
|  | * [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
* [Task Description/category/item]
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