

Checklist ^{1/2}

Administration	done
Receive and sign the event contract and return it to Schwabe, Ley & Greiner (SLG).	
Announcement of the invoicing modalities to SLG	
Secure room contingent for the event period	
Reporting of internal employees to SLG	

Marketing	done
Delivering your logo and the website to be used to SLG	
Delivery of your company profile for the website to SLG	
Download of the event subject or other image material in the exhibitor area on www.finanzsymposium.com	
Promotion of the event on your homepage	
Announcement of the event date to your customers	
Creation of an invitation letter (e-mailing or mailing) to your customers	
Coordinate ticket allocation in coordination with your sales department (incl. booth number and booth actions)	

Exhibition stand - if you have booked the „Exhibitor“ package	done
You have been allocated a stand location incl. stand number and stand height	
Contacting your stand builder: working out a stand concept	
Obtaining approval for the stand concept from the m:con Rosengarten venue. (Ms. Mertlbauer)	
Transmission of the m:con service manual to the stand builder	
Clarification and reservation of the necessary additional equipment (via online portal to Ms. Mertlbauer) such as electricity, internet, water, etc. at the venue m:con Rosengarten	

Workshop room - if you have booked a package as a workshop provider	done
You have been assigned a workshop room including the announcement of the room size	
Clarification and reservation of the necessary infrastructure such as electricity, internet, seating, etc. (see order links in the exhibitor area on www.finanzsymposium.com)	

Workshops - if you have booked a package as a workshop provider	done
Elaboration of workshop topics (title, content, presentation, etc.) and announcement to SLG by March 10, 2022 at the latest	
Naming of the customer referees to SLG	
Promotion of your workshops during ticketing	
Deliver workshop presentations to SLG after the event.	

Checklist ^{2/2}

Trade fair presence	done
Selecting the products / services to be exhibited	
Timely production of printed materials and guest gifts	
Preparation of presentations e.g. audiovisual presentations	
elaboration of possible animations, tastings, competitions, etc. - these must be notified in advance to the organizer	
Ordering the stand catering with the help of the order link	
Are there enough laptops, tablet PCs available?	

Personnel planning and training	done
Staffing: project manager, stand manager	
Distribution of tasks	
Determination of responsibilities, accountabilities and competences for the organization of the trade fair activities	
Determination of the stand personnel	
Designation of support staff, artists, etc.	
Establish any clothing and behavioral guidelines	
Prepare concept for possible staff training before the fair	

Logistics	done
Timely delivery of your printed materials, guest favors, etc.	
Commissioning of forwarding agencies / messenger services etc. for the outward and return transport in compliance with the delivery times	
clarification of customs clearance for the delivery of any materials from abroad	
Make the logistics company aware that there is no lift truck to borrow on site	
Organization of storage of packaging materials, etc. (via the forwarding agent Vogel)	

Immediately before the event	done
Was the stand constructed according to the plans and specifications?	
Are all furnishings present and in working order?	
Is the staff present and briefed on the tasks?	
Are the advertising materials available?	
Are the ordered drinks and snacks ready?	

Other	done