

2 WEEKS PRE-EVENT QUESTIONS & ACTION ITEMS TO COMPLETE

MARKETING CHECKLIST	ACTION	WHO	DATE	NA
What is the current RSVP count?				
Who is confirming & qualifying calls?				
Is the seating & TV ordered or onsite?				
Food & drinks schedule				
Who will be greeting attendees?				
Who will be helping with assessments?				
Who will be taking deposits?				
Confrim address & contact number				
Stop seeing patients 4 hrs before event				
Facilitator will be onsite 2 hrs before event				
Review the technology & physician preferences				