



WHAT TO BRING ON THE DAY

New Product Workshop - Checklist	
<p>One laminated fact sheet for each product, to reference during appointments.</p> <p><i>Recommended: Email buyers a soft copy as follow up after the workshop, rather than providing multiple hard copies on the day.</i></p>	<input type="checkbox"/>
Business cards or QR app with your contact details	<input type="checkbox"/>
A copy of your rate sheets for the upcoming tourism year: 1 April 2025 to 31 March 2026	<input type="checkbox"/>
A map to point out your location.	<input type="checkbox"/>
Contact reports to record meeting notes	<input type="checkbox"/>
Paperclips or stapler to attach business cards to your contact reports	<input type="checkbox"/>
Visual materials to support your presentation e.g. table-sized props/décor and small giveaways. No pull up banners.	<input type="checkbox"/>
<p>Your own laptop or tablet (fully charged), if using, loaded with presentation, images and/or video. Please bring your own equipment and an extension cord or portable charger packs as needed.</p> <p>Due to the open plan nature of the room, sound must be turned off for any videos played during presentations.</p>	<input type="checkbox"/>