

Event _____ **Date** _____

Goal _____

Points to Share _____

Questions to Ask _____

To-Do Before

- ___ Fill in the blanks above
- ___ Gather Business Cards & promo materials
- ___ Practice Elevator Pitch
- ___ Determine if you have enough time to go AND follow-up (if not, just reach out to people)

To-Do After

- ___ Sort Cards & enter relevant ones in your system, include notes about the person & where met
- ___ Make appts with some
- ___ Send thank you emails or notecards

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