

## Conventions Pre-Event Checklist

This represents typical Navy participation before, during and after each event. This “standard” should be tailored to specific promotions to accommodate variations on size of venue, number of scheduled days, local city pre-events, and propensity of the audience participants to ensure the best ROI for the Navy.

Use this checklist when planning your event. Refer to it and work with the Navy point of contact (POC) along with the Navy Events Central team to make the event a success!

Conventions that are designated as a “**National Booth**” display (per NRC) are provided with the following by Navy Events Central:

- Booth space rental fees and booth number
- A Navy Events Central on-site set-up/dismantle Supervisor
- A local temporary employee to operate the Immersa-Dome®
- Booth display, set-up and dismantle labor
- Electrical services
- Cleaning services

***\*\*NRDs must provide a sufficient number of recruiters to man the display booth and provide RADs\*\****

Conventions that are designated as an “**NRD Display**” are provided with the following by Navy Events Central:

- Booth space rental fees and booth number
- Carpet
- One (1) 6-ft. table
- Two (2) chairs
- Electrical services
- One (1) wastebasket

***\*\*NRDs must provide their own NRD Display, a sufficient number of recruiters to man the display booth, and provide RADs\*\****

### 4 weeks prior to the event

- Contact the Navy POC listed in the fact sheet for that convention to coordinate recruiter participation, type of NRD display needed directly related to audience type.
- Enter the following information into the Navy Events Central Fact Sheet:
  - Name, phone number and email of the designated on-site recruiter in charge
  - Number of recruiters to be on-site
  - *Do not change the name and location of the event, POC, set-up/dismantle hours and operating hours for the convention. They are pre-arranged with the venue and are the hours the booth must be manned*
- Confirm the number of attendees
- Contact attendees to inform them; create watchbill

### **2-3 weeks prior to the event**

- Make necessary travel arrangements
- Register attendees via the event web site or through Navy Events Central convention coordinator at 800-640-8819

### **FOR NATIONAL BOOTHS:**

#### **1 week prior to National Booth event**

- Contact the Navy POC for any final arrangements or instructions
- Confirm arrangements and instructions with recruiters

#### **On set-up day for National Booth event**

- Designated on-site recruiter should meet with Navy Events Central set-up Supervisor to confirm all arrangements, operating hours, storage, etc.

#### **On first show day for National Booth event**

- Meet with Navy Events Central Supervisor 30 minutes prior to show start time to review arrangements, recruiting needs, receive keys for storage closets in booth, etc.
- *Navy Events Central set-up/dismantle Supervisor will not remain on-site during show hours, but will be accessible if problems arise.*

#### **On last show day for National Booth event**

- Prior to closing display, meet with Navy Events Central Supervisor for debriefing
- Remove or dispose of RADs
- Return all keys to Navy Events Central Supervisor
- Leave any invoices/paperwork from venue or exhibitor on the desk in the booth

### **FOR NRD DISPLAY EVENTS:**

#### **On set-up day:**

- Deliver and set up the NRD display and RADS at your designated booth, using table and chairs provided

#### **On first show day:**

- Ensure recruiters arrive 30 minutes prior to public arrival/start of show
- Booth must be manned during all show hours

#### **On last show day:**

- Remove display materials and RADs when the show closes
- Clear your booth of any debris as directed by the venue