



EVENT SUPPORT Checklist

At CFS, we know there is no such thing as a 'small' event. We understand there are many contributing factors that need to be addressed and every detail is just as important as the last.

To help keep you on track and on time – we've put together a helpful checklist for your next event:

- Design** – do event materials need a new design; does existing collateral have an old date, or previous sponsor listed and are in need of updates?
- Collateral** – are all signs, banners, apparel and other promotional items up-to-date, ordered?
- Packaging** – are all materials packed properly and clearly labeled for ease in offloading & event set-up?
- Logistics** – is transportation scheduled to allow for traffic, weather or other unforeseen circumstances?
- Delivery** – are drivers aware of all event delivery requirements?
- Staging Set-up** – are resources familiar with the event site? Aware of where/how to set-up and stage event materials?
- Breakdown** – do you have enough help to breakdown your event in time?
- Returns** – have the proper arrangements been made to collect and return post event materials?
- Dedicated Resource** – do you have a dedicated resource to clean, sort, inventory and store all materials?
- Follow-up** – is a plan in place to follow up with attendees and leads?



Let us be your partner, and you will have a dedicated account executive to assist with all of your needs and eliminate the hassle of working with multiple vendors. We offer a one-stop solution, and we subscribe to the belief that your success is our success!

Call us at 800-466-9880 or scan the QR code to contact us about helping with your next event!

- Marketing
- Direct Mail
- Fulfillment
- Print
- Event Support
- Promo Products