

## April 20, 2004 SNHBA Builder Show Checklist

Pre- Show Meeting Date: April 9, 2004

- Show registration for luncheon and badges - **completed**
  
- Vendors sharing booth – **completed**
  - Outdoor room vignette – Derek Rose, Metropolitan Outdoor Products - **confirmed**
  - Convenience outlet - Brian Diel, MB Sturgis - **confirmed**
  
- Booth Rules – **completed and distributed**
  
- Game - theme with banner: “Natural Gas Outdoors....Make the Connection!” – **completed**
  - Prizes - grilling cookbooks
  
- Booth décor
  - Backdrop – **stored at Tropicana; Bill completed G-form request**
  - Banners - **new ones now available**
  - Banner stands – **existing plus new one as created for Phoenix**
  - Signage – **completed**
  
- Handouts
  - Giveaways - grilling cookbooks – **Lisa**
  - Brochures – all existing outdoor ones – **Lisa**
  - Information cards – existing supply – **Rita**
  - Flyer for gas convenience outlet - **completed**
  - Other – Energy Services cards and stickers, ES display holders – **Lisa**
  
- Booth staffing – **completed**
  - Marketing – Ruth, Janney, Lisa, Rita – all day
  - Sales – schedule completed – 30-minute shifts for all builder reps and Bill
  
- Miscellaneous – except for candy bowl and candy, Rita will assemble on April 16
  - Basket for business card drawing – **completed**
  - Prizes for drawing – **completed**
  
  - Scissors
  - Tape  SWG plastic bags
  - Push pins  Candy bowl - **Janney**
  - Rubber bands  Candy - **Ruth**
  - Trash can(s)
  
  - Business cards – everyone who works the booth
  - Other – cleaning supplies, paper towels; power bar and extension cords – **Rita**

**Did we forget anything???**