**Recap:**

* Table update
* Business cards update
* Please take more supplies if you wish!
* Guest presenters

**Continuing Assignment:**

* Work on your table; keep us posted if you need additional materials

**Notes for the Main Event:**

* [date, time, location]
* [note setup time – preferably having the venue open to all students hours before the event so early birds can setup well in advance]
* [note when students should be standing behind their tables, ready to go – this should be at least a half hour before the event start time]
* Budget time to take down your table after the event
* [review parking procedures]
* Follow up with all contacts that evening

**Lesson Plan:**

* See PowerPoint