

Event Attendee Checklist

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Before The Event



Research the speaker or honored guest.

Prepare three insightful and open-ended questions.

Decide what outfit and shoes are most appropriate.

Pack your business cards and chargers for electronic devices.

Connect with the speaker and other attendees on Twitter and/or LinkedIn.

Tailor and perfect your elevator pitch to be appropriate for the event.

During The Event



Engage the speaker and be prepared with your questions.

Introduce yourself to at least 5 people.

Ask to connect at a later date and collect contact information.

Live-tweet.

Connect in person with someone you interacted with online.

Take good notes that you can refer back to.

Be genuinely interested in the person you are talking to.

After The Event



Write a thank you note or email the speaker or guest.

Send tailored networking emails to contacts you made.

Connect on social media with other attendees if you haven't already.

Review the handouts and information you got.

Write a blog post about what you learned at the event.