

TRADE SHOW RAFFLE/LIST BUILDING CHECKLIST

ABOUT YOUR BUSINESS:

- Your business name
- Your business address
- Your business cell phone number
- Your business email address

ABOUT THE EVENT:

- Exact name of event
- Exact location of event
- Date and time of event (from - to)
- Location of your booth (number or landmark, e.g. "booth #210" or "next to the food court")

ABOUT THE RAFFLE:

- Description of giveaway items (prizes): what is it, why is it special, how much is it worth
- Picture of giveaway item(s):

Please attach one or more pictures of each item individually, jpg or png format. You can even take a "selfie" while holding up the item! :-)

- Video of giveaway item attached – if you have it
- Would you like us to shoot or create a video of your giveaway item?
 - YES
 - NO

What time you would like to do the drawing for the prizes? (e.g. 6:00 pm)

Which days of the event you would like to have a drawing? (e.g. on each day at 6 pm, or on Saturday at 5 pm)

ABOUT THE FOLLOW-UP:

Any coupons or discount offers that you wish to send to people who sign up (recommended!) – Please be specific

Any other important info you wish to send out in the follow-up emails, within the following few days after the event? – Please be specific

Please fill out and email this form to info@anotherwaymarketing.com at least 7 days before your event!

We look forward to helping you maximize your lead generation efforts!

Yours,

another way marketing

email: info@anotherwaymarketing.com

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