

A.R.E. CHECKLIST

PRE-PLANNING

- Determine date of event
- Find and secure event location
- Register your event on ANZ.IsagenixEvents.com
- Promote your event
- Two weeks prior to event, a corporate representative will call to confirm your estimated final count of attendees
- Product for display and tasting at event will be delivered to your home address
- Prior to event, print off your event registration check-in sheet
- Download slide presentation and videos
- Establish your agenda, timings and main trainers
- Establish Success Stories
- Submit the Compliance Form and any custom-made content to ComplianceANZ@IsagenixCorp.com for approval
- Work with venue to set up your event
 - Chairs in theatre style seating
 - Water station in back of room
 - Registration table in foyer
 - Stage if desired
 - Screen, projector, sound for videos, microphone if needed etc.
 - Table for product display on stage

DAY OF PLANNING

- Ensure venue has set-up your room to your specifications
- Test Audio Visual equipment and slide presentation
- Set-up product display
- Check-in guests
- Walk-in music playing as guests enter room
- Hand out 1 Hydrate sachet and IsaDelight per person via seat drop or physical handout as guests enter or exit the room