



Networking Checklist

Always be prepared – this is a list of suggested items to bring with you to networking events to make certain that every event you attend is as successful as it can be!

1. **Smile** – It's hard to be unapproachable when you're smiling. If you smile at someone you will almost always get one in return so they are **FREE, pass one on!**
2. **Business Cards** – Bring plenty, but remember, your goal is to get other cards to be able to follow up with those you meet.
3. **Name Tag** – Whether the event provides one or you bring your own (which I highly recommend making the investment in having your own professional name tag with you at all times) make sure to wear it on your **right side...that way, when you shake hands the other person will be eye to eye with your name and business info.**
4. **Arrive Early** – If you know the event planner, or get a chance to meet them early on, perhaps you can **help greet the guests...**this is a great way to have an opportunity to meet everyone who attends. Alternately, it allows you time to get **the "lay of the land"** – you can find out where the restrooms are, where the beverages are, where the food is, where your table is, etc. It also almost always guarantees you a **great parking space.**
5. **A Pen** – Use it to take notes on who you meet and if you want to follow up with them, key points about your conversation, etc.
6. **Working Calendar** – Whether it's your Blackberry®, day planner, pocket calendar, or PDA, this is a great tool to have on hand should someone say "When can we get together?" rather than you saying "I'll have to get back to you when I'm in my office," this allows you to **book the follow up on the spot!**
7. **Mints or Gum** – Not only will this ensure that the conversation lasts longer, you might just be a hero for someone else who had garlic for lunch ☺.
8. **Door Prize with your Business Card Attached and a Description of the item** – Most functions you attend would gladly accept door prizes on the spot. If you provide the right information you will be able to get your name and company name in front of a captive audience.