

Venue Host Checklist

PRE-EVENT PLANNING

- Locate your venue and secure your date (see guide for details)
- Create promotional content (e.g., social media images/invitations via Canva.com)
- Create a registration link for event (e.g., Eventbrite)
- Register your upcoming event at IsagenixEvents.com/ARE
- Order Isagenix Products for product sampling, display, raffles, and giveaways
- Visit IsaSalesTools.com to purchase Isagenix marketing materials (optional)
- Assign volunteers' roles/responsibilities
- Print registration list before the event
- Prepare for AV needs (HDMI, Mic, Computer, etc.)
- Create a fun event music playlist to bring an energetic atmosphere
- Download presentations from IsagenixBusiness.com and check out all resources

EVENT SETUP

- Arrive at least 90 minutes prior to event start time
- Begin registration setup:
 - Printed guest list
 - Pens
 - Tables and chairs (see guide for details)
 - Extra flyers, wristbands, and nametags (optional)
- Set up multiple water stations
- Prepare product sampling table
 - Table
 - Isagenix tablecloth/banner (optional)
 - Flip chart (optional)
 - Cups, napkins, and stirrers
- Stage product display and giveaways
- Test all AV needs (projector, computer, music)
- Check-in with volunteers' roles/responsibilities

Email IsagenixCalendar@IsagenixCorp.com or connect with your Regional Sales Director if you have any questions.

