

CONFERENCE & EVENTS CHECKLIST

- Lanyards / Name tags**
Allow: 7 Business Days
- Business cards**
Allow: 1-3 Business Days
- Branded T-Shirts**
Allow: 3-5 Business Days
- Brochures and Flyers**
Allow: 1-2 Business Days
- Posters**
Allow: Same Day
- Branded Merchandise: pens etc**
Allow: 7-10 Business Days
- Banners**
Allow: 7-10 Business Days
- Media Wall or Pop-up Display**
Allow: 7-10 Business Days
- Floor Decals**
Allow: 3-5 Business Days
- Social Media Campaign**
Allow: 2 Business Days