AGENCY ADMIN PRE-SHOW CHECKLIST

MARKETTIME

№	ACTIVITIES	☑
	1 Month+ Prior to Show	
1	Email vendors to request catalogs, updates to product lists, images, promos, etc.	
2	Email vendors to request any new samples be sent to the showroom	
3	Verify the products in the showroom scan properly. Note to newly transitioned agencies: Brandwise SSI Barcodes only work with gency-managed product files	
4	Ensure all iPads & scanners are in working order for all order writers	
5	Ensure all iPads & scanners have been updated (operating system, apps, etc)	
6	Ensure printers are visible on each iPad being used for order writing	
7	Ensure all salespeople have proper visibility to the customers & vendors they should be able to write for	
	Week Prior / Week of Show	
8	Set the Default Order Code to the name of the active Market for all order writers	
9	Post instruction in the showroom for pairing scanners, printers to use & WiFi access	
10	Run a sync on all agency devices being used for order writing - the initial sync may take longer. Ensure you have set your device to not sleep. *Go to your iPad Settings > Display & Brightness > Auto-Lock. Set Auto-Lock to "Never"*	
11	Ensure all vendor updates have been received (+catalogs, new samples)	
12	Label and document each agency order writing device & it's paired scanner	
13	Ensure order writing devices & scanners are charged & have a charging home	
	At Show	
14	Ensure the Default Order Code is the name of the active Market for all order writers	
15	Ensure all order writers are syncing every morning & evening	
16	At the end of the show, ensure there are no unfinished orders on the devices & the Default Order Code is reset for each order writer	