

Item	Question	Potential Answers	Result/Action Needed
1	Why am I attending this event and what is my desired outcome?	Meet contacts who can help me find a job; business leads, etc.	Register for the event.
2	What should I research in advance to offer resources, information, and expertise?	Review sponsor and attendee list to see what industries are represented or who is attending.	Check the event website. Contact organizer / ask for attendee list.
3	Who do I want to meet when I get there?	I'd like to meet the following people in these industries...	Send introduction letters ahead of time / arrange short meetings during event.
4	If a conference or trade show, what workshops, seminars or exhibits will I visit?	Select workshops where I have the greatest learning need or where I'll meet my desired contacts.	Send email to seminar facilitator introducing myself in advance.
5	If I'm going out of town for this event, is there anyone else I should meet while I'm there?	Friends, former business contacts, organizations for informational interviews.	Call them to arrange meetings while I'm in town.
6	What will I do to have fun?	Visit local attractions.	Check the tourism website.
7	What supplies should I bring to the event?	iPad, cell phone, business cards, brochures, résumés.	Create a standard packing list.
8	Who did I actually meet once I attended?	Names and contacts...	Follow-up within two weeks. Links to Item 11.
9	Which workshops/seminars did I attend?		Consolidate handouts / store electronically.
10	Did I enter the results of my networking into my database?	Not yet.	Enter business cards within the next two weeks.
11	Did I follow-up with information and resources as I promised?	Commitments made to [contact names]... for the following...	Follow-up with promised information, contacts, articles...
12	Did I send thank you or nice to meet you emails, texts?	Not yet.	Send emails/texts within the next two weeks.
13	How effective was my NAP in helping me achieve my original purpose and outcome?	Met right contacts, but didn't visit all the exhibits I had planned to see.	Follow-up with contacts. Contact vendors for exhibits missed if desired.
14	How can I apply what I've learned during this event?	Share summary at association meeting, with my supervisor and coworkers, or write an article.	Take 5 minutes at next staff meeting to share lessons learned/contacts.