

The Room Readiness Checklist

Prepare your presence. Start the conversation. Give opportunity a next step.

EVENT / ROOM

DATE

01 Choose a useful outcome.

What would make this event worthwhile? Choose a result you can act on.

Example: Meet one potential host and ask whether my topic fits her audience.

WHO I WANT TO MEET

WHY THE CONNECTION MAKES SENSE

02 Make the practical checks.

- ☐ Review the agenda, arrival time, dress code and your role.
- ☐ Try the complete look while standing, sitting and walking.
- ☐ Choose comfortable shoes and one practical backup.
- ☐ Test the link or digital card you will share with new contacts.
- ☐ Keep your first look, charger and essential items within reach.

Need the full packing list? Use The Event Packing Edit alongside this sheet.

03 Make starting easier.

Choose one question you genuinely want to hear answered.

Try: "What brought you to this event?" or "What are you working toward next?"

MY ARRIVAL PLAN

A small action helps: arrive early, greet the host or introduce yourself to one person.

Be clear. Be remembered.

Use a short introduction, listen closely and agree on a useful next step.

04 Practice your 30 second introduction.

"I am [name]. I help [specific people] with [clear problem or result]. Right now, I am [relevant focus]. What are you working on?"

Say it aloud. Keep the words natural and leave room for the other person.

05 Leave with a next step.

Ask: "Would it be useful if I sent you [specific resource] tomorrow?"

NAME + WHERE WE CONNECTED

WHAT I PROMISED + WHEN

06 Send a specific follow up.

Send within the timing you agreed. If you did not set a time, aim for the next day while the conversation is still fresh.

Hi [name], I enjoyed our conversation about [specific detail] at [event]. As promised, here is [resource or link]. Would [one clear next step] be useful? It was a pleasure meeting you.

- ☐ Send what you promised and record the response.
- ☐ Save the next action and a realistic date in your calendar.

Ready to prepare your presence more deeply?

Explore Ready for the Room: The Presence & Visibility Workbook.