

STAGE 1:	12 MONTHS BEFORE
<input type="checkbox"/>	Research and Select Trade Shows
<input type="checkbox"/>	Budget Planning
<input type="checkbox"/>	Book Your Booth
STAGE 2:	9 MONTHS BEFORE
<input type="checkbox"/>	Design Booth
<input type="checkbox"/>	Travel Arrangements
<input type="checkbox"/>	Start Marketing Plan
<input type="checkbox"/>	Vendor Contracts
STAGE 3:	6 MONTHS BEFORE
<input type="checkbox"/>	Order Promotional Materials
<input type="checkbox"/>	Training Staff
<input type="checkbox"/>	Technology Requirements
<input type="checkbox"/>	Interactive Elements:
STAGE 4:	3 MONTHS BEFORE
<input type="checkbox"/>	Finalize Booth Design
<input type="checkbox"/>	Schedule Meetings
<input type="checkbox"/>	Logistics Planning
<input type="checkbox"/>	Contingency Planning
STAGE 5:	1 MONTH BEFORE
<input type="checkbox"/>	Confirm Details
<input type="checkbox"/>	Pre-Trade Show Marketing

<input type="checkbox"/>	Prepare Documentation
<input type="checkbox"/>	Booth Staff Schedule
STAGE 6:	2 WEEKS BEFORE
<input type="checkbox"/>	Final Briefing
<input type="checkbox"/>	Pack Essentials
<input type="checkbox"/>	Review Goals and Objectives
STAGE 7:	1 WEEK BEFORE
<input type="checkbox"/>	Ship Materials
<input type="checkbox"/>	Check-in With Contacts
STAGE 8:	DAY BEFORE
<input type="checkbox"/>	Set Up Booth
<input type="checkbox"/>	Final Walk-through
<input type="checkbox"/>	Rehearse Presentations and Pitches
STAGE 9:	DAY OF THE SHOW
<input type="checkbox"/>	Engage Attendees
<input type="checkbox"/>	Social Media Updates
STAGE 10:	POST-SHOW
<input type="checkbox"/>	Follow Up on Leads
<input type="checkbox"/>	Evaluate Performance
<input type="checkbox"/>	Team Debrief