

Form Deadline Checklist

*Please return these forms now - or not later than the deadline shown below.
Don't forget to use the checklist to record your progress and to remind yourself
what needs to be done next.*

<i>Form</i>	<i>Details</i>	<i>Deadline</i>	<i>Actioned</i>
1	Newsletter Entry Form	18/07/2008	
1a	Catalogue Entry Form & Fascia Names	01/08/2008	
1b	Category Listing	01/08/2008	
2	Personalised Invitations	08/08/2008	
3	Furniture Extras	ASAP	
3a	Name Card Order Form	ASAP	
4	Electrical Order	22/08/2008	
5	Refrigeration	ASAP	
6	Lifting Services	29/08/2008	
7	Executive Name Badges	09/09/2008	
8	Bar Code Pens	ASAP	
9	Floral Decoration	ASAP	
10	Rigging	ASAP	
11	Stand Photography	ASAP	
12	Telecommunications	ASAP	
13	Water & Waste	ASAP	
14	Audio Visual	ASAP	
15	Open Space Stand Plan Submission	29/08/2008	
16	Insurance	ASAP	
17	Information Exchange		

If you have any queries regarding the above forms, please telephone **Kellie Fitzgibbon**
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