

## Sign-Up Event: **Day-of Checklist**

---

- Print **PGC flyers**
- Print **PGC take away cards**
- Print **PGC Sign-Up sheets** (don't forget pens and clipboards!)
  - You can also use an ipad or computer for sign ups
- Review and print **FAQ's/Talking Points**
- Set up **Tables with linens**
- Arrange **product samples** beautifully
- Enlist a **photographer** to document your event
- Share via social media (Twitter, Facebook, Snapchat, Instagram, etc.) and tag **#TurningGreen** and **#PGC2018**
  - Call TG Headquarters with any questions: **415 289 1001**
  - Share a recap with TG at the end of your event, including photos: **[info@turninggreen.org](mailto:info@turninggreen.org)**

Have an awesome event!

Thanks,

TG Team