



## Do It In Durham Preparation Checklist

### Plan Your Week in Advance

This event happens ONCE a year. Block it off in advance if you want to attend some of these events. REGISTER to secure your spot, space is limited: [doitindurham.biz](http://doitindurham.biz)

### Check for Overlap in Event Times

Don't double book yourself! All of the events are spread out across Durham Region. Some of the event times overlap. Pick and choose the events that you are most interested in.

### Arrive Early!

Arrive **15 minutes early** to check in. Plan your travel time so that you can arrive early. It can be disruptive to the presenter and audience when you arrive late.

### Cancel Events You Can't Attend

We often have waitlists for these events. Please cancel the events you are unable to attend by e-mailing [clientservices@bacd.ca](mailto:clientservices@bacd.ca) or call 905-668-4949.

### Bring Your Business Cards & Have a Pitch

This week is a great opportunity to network and connect with business owners, create partnerships and speak to potential investors.

### Bring a Notebook & Pen

Come prepared so that you can take notes and write down ideas.

Connect & Collaborate. Be Inspired. Have Fun.