



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

- ☐ **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 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.