

# Event Rapport Plan

## INTENT

To make the most of professional events, prepare.

Career-oriented events are about people and experiences.

The rapport plan equips professionals with perspective for optimal performance. To develop quality relationships with confidence and enjoyment.

## PREP PROMPTS

### WHO:

Who will be attending the event? Who do you want to talk to? Who is in your area of expertise? Who do you want to make an impression on?

### WHERE:

Event location. Venue details? Local or virtual? Travel required?

### WHY:

Event purpose. Benefits from attending? Anticipated outcomes?

### WHAT:

Event details. What topics will be covered? What do you want to accomplish?

### HOW:

Ways to make new contacts. How to pass on credentials? How to acquire contact information?

### PRACTICE:

- Pitch
- Asking curious questions
- How to ask for what you want
- How to keep in touch post-event
- Explaining career experiences
- Discussing strengths & skills
- Describing opportunities you're seeking

## TOOLS:

- Business Cards
- Website
- LinkedIn Profile
- QR Codes
- Linktree
- Portfolio
- Career Artifacts
- Proper Email
- Event Attire
- Note-Taking Instruments
- Calendly or Scheduler
- Thank You Notes

## EVENT DEBRIEF:

- Overall experience?
- What did you excel in?
- How many new contacts acquired?
- New information gained?
- What could you improve?
- What would you do differently in future events?

