

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Research a new product or service you'd love to showcase	Revisit and refine your elevator pitch	Clean and organize your event supplies	Review your signage—does it reflect your current brand?	Order fresh business cards (if you're low!)
DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
Brainstorm a giveaway prize employees will love	Write out 5 conversation starters for employees	Prep a branded table linen—or order one if needed	Draft a follow-up email template for after events	Check your posture—practice standing tall and confident
DAY 11	DAY 12	DAY 13	DAY 14	DAY 15
Organize a backup event kit (pens, tape, sanitizer, etc.)	Practice your 10- second intro in the mirror	Make a list of FAQs and your go-to responses	Take inventory of samples or handouts	Determine a giveaway or freebie employees will love
DAY 16	DAY 17	DAY 18	DAY 19	DAY 20
Rewatch the Spice of Life promo video for inspiration	Make sure your email signature links to your site or socials	Read a quick article on wellness trends in your industry	Select an uplifting outfit you feel great in	Test your display layout on a table at home
of Life promo video for	email signature links to your site	article on wellness trends in your	outfit you feel	layout on a table
of Life promo video for inspiration	email signature links to your site or socials	article on wellness trends in your industry	outfit you feel great in	layout on a table at home
of Life promo video for inspiration  DAY 21  Write an inspiring message to display on your	email signature links to your site or socials  DAY 22  Commit to no phones at your next event—be	article on wellness trends in your industry  DAY 23  Create a checklist for day-of setup (load-in through	DAY 24  Prep your prize donation with a thoughtful card or	DAY 25  Check your travel route and parking options for your