ROOM SETUP GUIDE

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Registration Table

1 Place Registration Sign, name cards and ‘Yes I am interested’ card.

2 Prepare namecard bowl and registration list. Request for namecard if not write down name.

3 Use permanent ink marker pen for nametag.

4 Prepare learning journal and magazine(optional).

5 Store learning journal and magazine under table.

6 ‘Showcase‘ Bunting set up beside registration table.

YES! Table Cloth I 1 set Black & Orange Colour. Use masking tape underneath the table cloth to stop it from sliding down. Show smiling face all the time.Crew t-shirt with only black pants or jeans.

NO! Sitting and chatting.Drinking and eating.

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Registration

1

Yes!
I am interested.

WHITEBOARD MARKER
WHITEBOARD MARKER

3

4

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2

5

6

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COME EXPERIENCE NOW
HEAR FROM THE EXPERTS
REGISTER ONLINE
mws
SHOWCASE
SEE FOR YOURSELF!

Product Display

1 Trainers kit

2 Marketing Material

3 Product Display Sign

4 Corporate CD + Podcast + MWS Sticker

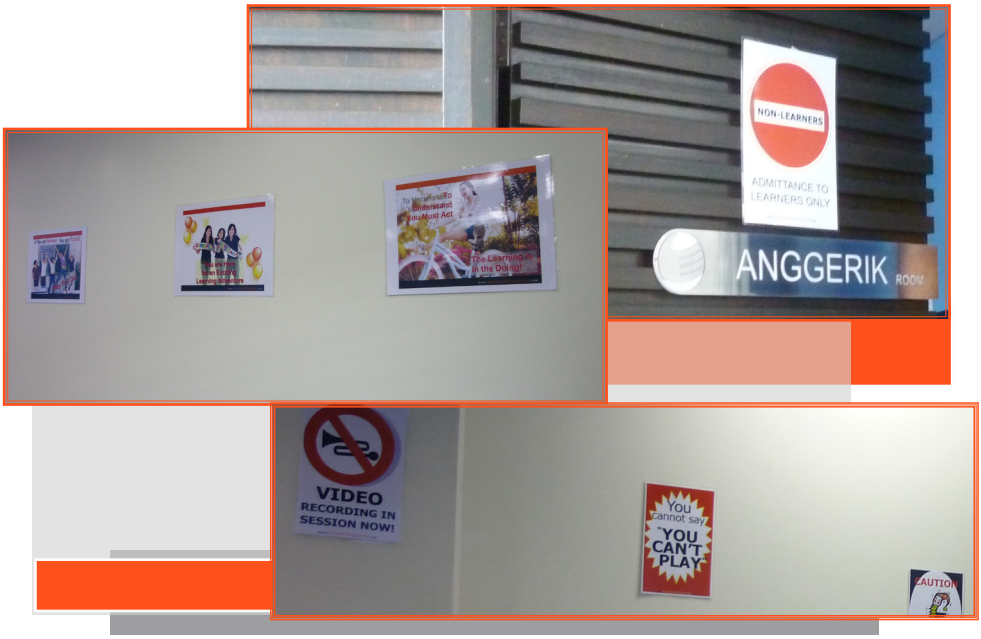
5 Certificate + Learning Journal

YES! Table Cloth I 1 set Black & Orange Colour. Use masking tape underneath the table cloth to stop it from sliding down.

NO! If table is too small there is no need to display item 3 and 5.

4

Room Sign



Paste roomsign on the wall with masking tape.
”non-Learners and ‘Learning Ahead” to be pasted on the door outside the training room.

A3 SIZE - 6PCS
A4 SIZE - 7PCS

YES! All roomsigns to be slightly above eye level. Reason: looking up make the person happy. Spread the roomsign evenly.

NO! Double sided tape will destroy the wall.

Table Display

1. Set crew table behind the room.
2. Have a crew to handle music.
3. Prepare 1 bag of LBC (nips and peanuts) on trainers table
4. Prepare Projector
5. Prepare Flip Chart with 4 thick marker pens.(red,green,blue and black)

YES!

All table must be covered with table cloth.
Crew must be attentive at all times.Capture More picture with emotion.

NO!

Chit chating is not allow.

6

Bunting & Poster

1 Stick the two poster with masking tape on the main entrance.

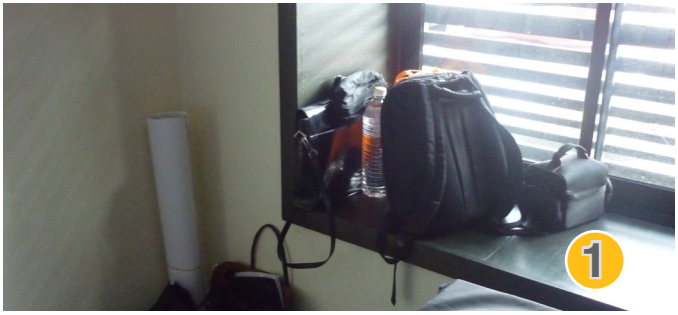
2

3 Place the three buntings at the corner of the room close to the trainer's table.

4

5 Setup One bunting beside the display table.

Do & Don't



1. Store away all the bags
2. DON'T allow "corner curl-up".
3. All the unnecessary things away.
4. After event tidy up the place.
5. Smiling face and polite at all time.

Notes