Farm Technology Expo Planning Guide

A planning guide for a farm technology expo, helping organizers handle booths, schedule, safety, and promotion. Print a copy, follow each step in order, and keep the guide handy where you work.

Farm / unit: _____ Date: _____ By: _____

1. Set the goal and audience
2. Choose the venue and date
3. Recruit exhibitors
4. Plan the booth layout
5. Arrange power and internet
6. Plan safety and first aid
7. Promote the event
8. Gather feedback afterward

YOUR NOTES

TIP Visit the venue with a floor plan and check insurance needs with your agent.