

In-Person Booth Owner Checklist

- ❑ **Add notifications@brazen.com to your contacts list**
 - To receive important emails from Brazen (Radancy)

- ❑ **Review Event Timeline**
 - 14 days prior – Access booth <https://app.brazenconnect.com/cc>
 - Create a Brazen (Radancy) account log in
 - 48 hours prior – Booth must have reps and recommend adding content

- ❑ **Complete Training**
 - [Get Started with Brazen](#) (Booth Owners)

- ❑ **Add Content at least 2 Representatives to your Booth**
 - [Recommended Assets](#)
 - Company logo/graphic (150px x 150px; gif, jpeg, jpg, or png)
 - Booth image (500px x 300px)
 - Text for “Booth Overview” (100 words or less)
 - Banner image (1024px x 344px)
 - Video (YouTube or Vimeo link – embed code)
 - Text for booth “Home” tab
 - Text for booth “Opportunities” tab
 - Include links to job descriptions on company careers page
 - [How Content Displays in a Booth](#)

- ❑ **Prepare Your Team**
 - Share this PDF: [Representative quick start guide](#)
 - Complete training: [Get Started With Brazen](#) (Reps)
 - [Search & Invite Registrants](#)
 - [Rep Handoff](#)

- ❑ **Post-Event Follow Up**
 - [Download Resumes and Reports](#) (up to 90 days post-event)
 - Contact actionable candidates (Attendee Lookup available up to 18 months post event)
 - Share offers and success stories with Hiring Our Heroes