TRENZ MEDIA CHECKLIST

TRENZ
WHERE
TOURISM
CONNECTS

Use the checklist below to ensure you complete all of the important tasks before you get to TRENZ, and ensure you get the maximum benefit from your TRENZ attendance.

Registration

- ☐ Review your profile in My TRENZ Zone, including updating emergency and dietary information
- ☐ Familiarise yourself with TRENZ Terms & Conditions

Logistics

- ☐ Ensure travel to TRENZ is organised
- ☐ Advise your travel details so we can arrange transportation from the airport to your hotel (in the My TRENZ Zone)
- ☐ International media – check your passport has a minimum of 6 months on it after the date of departure from New Zealand
- ☐ International media – ensure visas (if required) are organised
- ☐ International media – ensure travel and medical insurance organised (recommended)
- ☐ If you are staying in TRENZ accommodation, check your accommodation allocation in the My TRENZ Zone and arrange any accommodation required outside the four TRENZ nights
- ☐ If you are not being provided with TRENZ accommodation, arrange accommodation
- ☐ Advise if you have a translator accompanying you (email: info@trenz.co.nz)

Appointments (In My TRENZ Zone)

- ☐ Review Seller profiles to confirm who you would like to meet with
- ☐ Review the document about the appointment process (available in the resources section of the website)
- ☐ Contact Sellers who you would like to meet with so that you can both request. each other to increase your chances of securing an appointment at this stage
- ☐ Complete appointment request process
- ☐ Review the instructions on how navigate the appointment scheduling process
- ☐ Complete your appointment diary via the manual appointment scheduling process where applicable

Making the most out of your TRENZ investment

- ☐ Familiarise yourself with support documents under the resources section of the TRENZ website
- ☐ Read website updates and TRENZ Tips for Media in the lead up to TRENZ
- ☐ Review the FAQs section of the TRENZ website
- ☐ Check out the Media Releases page of the TRENZ website and gather news
- ☐ Review the New Product and New Sellers book on the resources section of the website

TRENZ Activity Afternoon (in the My TRENZ zone)

- ☐ Review activity options
- ☐ Complete TRENZ Media Activity Afternoon online registration form
- ☐ Review your TRENZ Media Activity Afternoon allocation
- ☐ Ensure you have all required clothing for the activity

Connecting with us

- ☐ Download the My TRENZ Mobile App
- ☐ Follow TRENZ on Facebook

Notes

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