

No.	Task	Christian's job	Anka's job	Time-frame
1	Arrange access <sup>1</sup> to exhibition grounds <sup>2</sup> for staff and contractors <sup>3</sup>			
2	Book stand space <sup>4</sup>			
3	Draw up and circularise a flowchart <sup>5</sup> of activities before the fair starts			
4	Find out about charges for stand space and facilities (water, electricity, cleaning, etc.)			
5	Find out about hotel accommodation and make bookings			
6	Get information from National Exhibition Centre			
7	Have texts translated and brochures printed			
8	Invite selected customers to reception on fair stand			
9	Make booking with fair organisers <sup>6</sup>			
10	Make transport arrangements <sup>7</sup> for exhibits <sup>8</sup>			
11	Make travel arrangements <sup>9</sup> for Schwetzingen staff			
12	Market <sup>10</sup> fair participation <sup>11</sup> in trade magazines <sup>12</sup> (British & Irish)			
13	Order food and drink for visitors & staff			
14	Organise English courses for staff attending the fair			
15	Plan for the design and construction of fair stand			
16	Prepare suitable texts for fair catalogue			
17	Prepare sales literature <sup>13</sup> (general and product-related)			
18	Recruit <sup>14</sup> local staff to welcome fair visitors to the stand			
19	Select products to be shown			
20	Send circular to customers with complimentary tickets <sup>15</sup>			