

## Business Networking Review Form - User notes



- 1 Before attending, enter details of networking meeting, venue, date, cost & frequency of meeting
- 2 If known, enter expected number of attendees and the types of businesses represented
- 3 If not known, add these details after attending
- 4 What is the structure of the event - open networking, formal meeting etc.
- 5 In advance of the meeting, set up to three objectives for the meeting. These could be specific people or types of businesses to meet or arranging follow up meetings
- 6 After attending the meeting review what you achieved against the objectives set
- 7 Add any other comments or observations about the meeting - these could include ideas for things to do at future meetings
- 8 On the basis of the costs, attendees and success of meeting objectives decide whether or not to attend again