**Check List**

Tanita scale

2 tape measures

Prestick

4 clip boards

4 pens

Price lists (attached)

Product Brochures

Business cards

Pitch book

4 x Register people Tanita doc

2 x Tanita Explanations Docs (attached)

4 x Tanita body Composition Readings Docs   <http://www.tanita.com/data/File/BC_Chart_Eng.pdf>  (download here)

30 Price lists (attached)

Protein bars

Thermojetics

Express bars

Water Jug

Water

Disposable cups

Spoon

Knife to cut protein  bars

Plate for Protein/Express bars

Herbalife Face Quencher

Product display

Table cloth

Portable table (optional)

Black refuse bags

**Registration Table**

Register people Tanita Doc (attached)

**Measuring Station**

Measure 1 m from floor and make mark on wall

Attach tape measure to the wall with prestick from the 1 m mark upwards

Use Register people doc to record age and height

**Weighing Station**

Place Tanita in  well lit  area (you will be on your knees pushing buttons)

Male sure tile area is flat and even

Write name of person on Tanita Body Compostion doc where it says date and time. Get age and height from Register doc

**Discussion of Results Station**

This is where you analyse results using Tanita  Expanation doc and recommend Herbalife products and Weight Loss Challenge. (NB.Confirm email address as well)

**The flow**

People arrive at the table and register

They then move on to  the Measuring station and the height and age is recorded

They then move  to the Weighing station and Tanita records body composition data on the Tanita Body Composition Reading doc

They then move to the Discussion of Results Station with the Clip board.(Will need Tanita Explanation Doc)

You will find you need 2 clipboards with the Register people Tanita Doc and 2 clip boards with Tanita body Composition Readings to keep the flow moving and to prevent a bottle neck forming.