

04 SET-UP DUTIES

Set-Up & Photo Requirements

1 CHECK IN

- Take a **Check-In** Photo as soon as you arrive.
- Submit the photo to your **WhatsApp group**.
- Connect with Costco and confirm you are cleared to begin.

2 CONFIRM DELIVERY

- Confirm **all 4 pallets** are on-site.
- Take a clear photo of **each pallet** before opening or moving product.
- Confirm the expected inventory has arrived.
- Immediately report anything missing or damaged in WhatsApp.

3 BEGIN THE BUILD

- Start assembling the booth/display and organizing product.
- **Important:** Pallets may not be moved into their final position until Costco gives approval, typically between **9:00–11:00 PM**.
- Condense the **4 delivered pallets into 2 organized pallets + the finished display**.

4 KEEP TEAM UPDATED

- Send a brief **status update every 30 minutes** in your assigned WhatsApp group.
- Include a photo when helpful so the Regional Manager can see progress.
- Flag any issue that could delay completion **right away**—don't wait until the end.

5 POWER UP

- Plug the **Jackery into the mini-fridge** as directed.
- Plug in the **display Jackery and leave it charging overnight**.
- Confirm everything is powered and positioned correctly before leaving.

6 FINAL CHECK + CLOCK OUT

- Clean and organize the entire activation area.
- Take **Clock-Out Photos from all 4 sides** of the completed display.
- Submit all final photos in WhatsApp and wait for approval before leaving.
- If setup cannot be completed that evening, coordinate with your Regional Manager and **return between 5:00–7:00 AM** to finish.

IMPORTANT - SAVE YOUR BOXES: Take the empty TV box, mini-fridge box, and required product box(es) home. They will be needed for break-down and repacking.

05 EVENT DUTIES

Submit Photos

In addition to your Check-In Photo, you are required to submit 10-15 pictures of each site check via WhatsApp.

1

Check In Photos

This is the picture you submit as soon as you arrive to confirm you are on-site.

1

Selfie Photo

Please take a photo of you and the BA

5-10

Customer Engagements

Please take photos of Consumers engaging with the BA, Product and Table

4

Table Check

Please take Photos of all 4 sides of the booth



02 THE PROGRAM

The Booth



02 THE PROGRAM

The Booth: Alt

