

Networking for Introverts!

Your Actionable Networking Plan

Attendance at Events is Required - if no one knows you exist, no one can help you!

How to Find Events

- I. Document keywords that describe your ideal collaborators.
 - A. Literally type it out/write it down on Drive or in a notebook
 - B. Be more thorough than you think
 1. Come up with 3 “umbrella terms”
 2. Come up with 3 terms for each umbrella term
- II. Search online for events that circulate around your keywords
 - A. Spreadsheet approach vs. cherry pick approach
 - B. Officially book yourself
 1. Enter into your calendar system
 2. Show up 20 minutes early to “meet and greet”
 3. Stay beyond the conclusion of the event “Stay until you are done”
 4. Realize that this is part of your work, budget time accordingly
- III. Ask trusted colleagues to keep you in the loop
 - A. Develop a buddy system
 - B. Periodically check in
 - C. Officially book yourself (same as above)
- IV. Search online for people you want to meet
 - A. Who is doing the work you want to do?
 - B. Who has a network in the field you want to be involved in?
 - C. Find them, then contact them
 1. It’s simple, contact them
 - a) Ask if they are attending an event open to the public
 - D. Officially book yourself (same as above)

What to do at Events

- I. You are working, but have fun
 - A. Don’t “be cool” - be yourself
 1. Remember, you are finding like minded individuals, trust that they will accept you

- B. Come prepared to network
 - 1. Literally make yourself a cheat sheet
 - a) Write on Drive or in a notebook
 - 2. Prepare your “any person” questions
 - 3. Prepare your “I have specific questions for this person I NEED to meet” questions
- C. Be sure to take time to enjoy the event
 - 1. If you are wound up, that is going to be someone’s first impression
- II. If you drink, drink
 - A. Drink in moderation
 - 1. You need your wits, but have fun
 - B. Eat normally
- III. YOUR PROJECTS MATTER
 - A. Be prepared to talk about your projects
 - 1. What is the mission?
 - 2. What are the logistics?
 - 3. What Artistic element are you excited about?

Follow Up After Events

- I. This is critical - be sure to follow up with people via email, text, or messenger
 - A. People you had chemistry with
 - B. People who said they could help you
 - C. People who were interested

4 Step Process

- 1. Find Events
- 2. Prepare to Attend Events
- 3. Attend Events
- 4. Follow Up After Events