

CHECKLIST:

Event Day Toolbox

- | | |
|---|---|
| ☐ <i>Attendee list</i> | ☐ <i>Tape & sticky tack</i> |
| ☐ <i>Running order</i> | ☐ <i>Scissors & box cutter</i> |
| ☐ <i>Name badge printer</i> | ☐ <i>Camera</i> |
| ☐ <i>Name badges</i> | ☐ <i>Advil or Tylenol</i> |
| ☐ <i>Blank name badges</i> | ☐ <i>Media wall</i> |
| ☐ <i>Name badge holders</i> | ☐ <i>"Reserved" signs</i> |
| ☐ <i>Sharpies & pens</i> | ☐ <i>Paper</i> |
| ☐ <i>Banners & signage</i> | ☐ <i>Mints or gum</i> |
| ☐ <i>Laptop</i> | ☐ <i>Safety pins</i> |
| ☐ <i>Laptop charger</i> | ☐ <i>Speaker gifts</i> |
| ☐ <i>Phone charger</i> | ☐ <i>Social media checklist</i> |
| ☐ <i>USB with holding slides</i> | ☐ <i>Paper</i> |
| ☐ <i>Containers for leftover
food</i> | ☐ <i>Band-Aids or first aid
kit</i> |