

Meeting Supplies Checklist

Before you go to your meeting or event, here are a few must-have items. It will be easier and cheaper to have these items with you than having to call your office for an emergency delivery or finding stores that carry these materials. Note: be sure to check airline regulations before flying.

- Two-sided tape for affixing messages and notices to whatever they need to be attached to. Also scotch and masking tape
- Duct tape, the handyman's best friend, for fixing almost anything, for taping unsightly and potentially hazardous electric wiring and computer cabling to the floor or podium, and other endless uses
- Stapler, staples and staple remover
- A small toolkit: screwdriver with assorted blades, small box of screws, scissors and pliers
- A utility knife
- Extra name tags: someone is always last minute, and people routinely lose their names tags
- Markers in various colors and pens/pencils
- Whiteout
- Your cellular phone and/or beeper-and phone charger or extra battery. If you don't have a cell phone, rent one. They are invaluable for checking reservations, and transportation emergencies
- Parking vouchers for the venue
- An easy to carry notepad or notebook, with several pens
- Mini first aid kit
- Facial tissue
- Breath mints
- Airbills for shipping materials to and from the office (if the meeting is out of town), courier slips or cab chits for in town meetings or events
- Your laptop computer, fully charged, with charger and phone cord for your modem
- At least one removable storage medium (blank CDs, floppy disks, flash drives, etc.) with backup copies of the agenda; all the signage etc., for last minute changes or extra copies at copy services
- An easily accessible printed list of important phone numbers and all contacts for all planned activities, and emergency numbers for computer repair/rental, cab companies, etc.
- Rubber bands
- Notecards for making extra placecards in a pinch, and also for guests who use notecards for last minute speech changes
- Cash for tipping
- Comfortable shoes and an extra jacket, especially in summer, to deal with over-vigorous air-conditioning. Wear something with pockets for quick tipping and easy access to business cards