

your Event Box checklist

- Pencil Case - full of pens/pencils
- Tape - sticky, double-sided, velcro
- Blu-tac, Thumb Tacks
- Ruler & Measuring Tape
- Stapler, Hole punch, String
- Staple remover
- Rubber bands - multiple sizes
- Whiteboard markers & Fluoros
- Whiteboard cleaner & fluid
- Charge Adaptor (Android & Apple)
- Alcohol Wipes & Hand Sanitiser
- Selfie Stick & Light Ring
- Post-it notes - small & large
- Tissue packets & box
- Pain killers & Band Aids
- Breath mints
- Name badges/Conference holders
- Blank name cards (for above)
- Batteries - multiple sizes
- Raffle Ticket books
- Light Box & Letter Board (& letters)
- Spare Mouse, USB
- Power board & Extension cord
- Bumb Bag

EVENT SPECIFIC EXTRAS

NOTES

