

SAMPLE EVENT BOX CHECKLIST

When planning for an event, it is often helpful to prepare an event box. An event box contains the supplies and materials that you will need to successfully execute the event. Use this checklist as a general guide, understanding that specific supplies and materials will vary depending on the nature and format of your event.

Items to Bring	
	Sign-in sheets / registration lists
	Flipchart paper
	Easel
	Clip boards
	Pens
	Banners, stickers, buttons, t-shirts or other visibility items
	Name tags and/or table tents
	Markers
	Signs to welcome supporters, provide directions
	Tape (especially blue painters tape)
	Scissors
	Stapler
	Map of desired room set-up
	Copies of program, agenda, presentation, FAQ, or talking points
	Binders or folders with materials
	Any other printed collateral
	Input or Evaluation forms
	Index cards, note pads, and/or post-it notes for people to take notes
	Toys and candy for tables (if appropriate)
	Small box with aspirin, wet wipes, Kleenex, hand sanitizer, Band-aids, etc.
	Binder clips or rubber bands if needed

Items to Confirm with Event Venue	
	Tables
	Chairs
	Room size, room décor, acoustics, etc.
	Room set-up
	Refreshments
	Microphone(s)
	Projector and screen
	Laptop
	Podium
	Wifi Internet access
	Whiteboard and markers
	Power cords and computer cords

	Location and accessibility of restrooms
	Parking
	Proximity to public transit
	Coatroom
	Recycling
	Technology support staff
	Logistical support staff
	Language interpretation needs
	Breakout rooms
	Childcare services
	Rules or restrictions
	Other as needed