

# Seminar Supplies Checklist

Here are examples of supplies you might include on your own checklist:

- \_\_\_ file folder with hotel contract
- \_\_\_ ID tags for seminar personnel
  
- \_\_\_ instructor's binder with notes
- \_\_\_ overheads
- \_\_\_ markers for flipchart or whiteboard
- \_\_\_ overhead transparency markers
  
- \_\_\_ registration kit with <number> sets of instructions
- \_\_\_ registration list
- \_\_\_ registration forms
- \_\_\_ pens
- \_\_\_ nametags
- \_\_\_ markers
- \_\_\_ blank Visa and MasterCard slips
- \_\_\_ credit card imprinter
- \_\_\_ pre-paid credit card slips
- \_\_\_ cash receipts
- \_\_\_ change
- \_\_\_ calculator
- \_\_\_ paper clips
- \_\_\_ stapler
  
- \_\_\_ seminar posters
- \_\_\_ brochures about seminar
- \_\_\_ masking tape
- \_\_\_ thumbtacks
  
- \_\_\_ notebooks for participants
- \_\_\_ pens for participants
  
- \_\_\_ handouts <list each handout>
- \_\_\_ supplies for seminar activities <specify>
- \_\_\_ CD player
- \_\_\_ CDs for background music
- \_\_\_ video to be played during seminar <specify>
  
- \_\_\_ pamphlets about our organization
- \_\_\_ pamphlets for follow-up seminars
- \_\_\_ books to sell <specify>