

## 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>