Sample Materials Checklist:

- **Organizing**
  - Copies of facilitator agenda
- **Registration**
  - Sign-in sheets
  - Sign-in guidance sheets (e.g., A-L, M-Z)
  - 3 black pens for sign-in
  - 3 clipboards
  - Name badges
  - 1 sharpie to correct name badges
  - [#] participant agendas
- **Recording**
  - Camera (w/ charged battery, charger, memory card)
  - Note-taker laptop and charging cord
- **Projecting**
  - Power strip
  - Extension cord
  - Back-up laptop
  - Back-up projector
- **Presentations**
  - Thumb drive with presentations
  - 2 wireless projector remotes
  - Cards for time warnings (e.g., 1 minute remaining)
- **Flip charts**
  - [#] flip charts (need at least xx sheets of paper )
  - Flipchart Markers – at least # in dark colors
  - [#] easels
- **Break-out groups**
  - [#] copies of guidance for break-out facilitators
  - [#] copies of Breakout Group Worksheet (if applicable)
  - Black no-odor markers and sharpies for facilitators
  - Red and green markers for facilitators
  - [#] highlighters
- **Report-outs**
  - Sticky wall or other option for posting group report-outs
  - Painters tape
  - Half sheets of paper for posting report-outs
  - Post-its in blue, green, pink
  - Dots in red, green, blue
- **Handouts for end**
  - [#] evaluations
- **General use**
  - Scissors
- **Food**
  - Plates, napkins, extra cups, forks/spoons
  - Extra serving utensils
  - Compost bin sign
  - Tea