

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