

Materials Planning Checklist

Item Needed	Number Needed	Who will supply (i.e. facility, your organization, rental, other)
Transportation/Hauling Equipment:		
Dollies		
Vans		
Trucks		
Other:		
Audio Visual Equipment:		
Overhead		
Projection Unit-LCD		
Slide Projectors		
Screen(s)		
Extension Cords		
Electrical and Duct Tape		
Microphones		
VCR/DVD		
Television/Monitor		
Pointer		
Computers		
Computer Printer		
Flip Charts		
Markers, etc.		
PA/Speakers		
Tripods/Easels		
Camera		
Sound System		
Blackboard/ Whiteboard		
Other:		
Furnishings		
Tables (for participants, panel, etc.)		
Chairs		

Item Needed	Number Needed	Who will supply (i.e. facility, your organization, rental, other)
Podiums		
Exhibit Tables		
Cloths		
Refrigerator		
AC/Heater		
Other:		
Signage		
Directional		
Exhibit Signs		
Registration Sign		
Routing Signs for Event Location		
Sponsorship Signs		
Parking Signs		
Announcement Signs		
Large Agenda Poster		
Table Identifiers		
Dining Seating Sign		
Special Designated Areas (press, hospitality)		
Welcome Sign		
Other:		
Decorations		
Centerpieces		
Paper Supplies		
Linens		
Other:		

Item Needed	Number Needed	Who will supply (i.e. facility, your organization, rental, other)
Materials for Participants		
Registration Packets		
Agenda		
Pens		
Name Tags		
Writing Paper/Notebook		
Tickets for _____		
Brochure		
Fact Sheets		
Newsletter		
Evaluations		
Giveaways		
Other:		
Miscellaneous		
Trash Containers		
Phones		
Portable Generator		
Drinking Water		
Fire Extinguisher		
Spare Copy of Presentation		
Other:		