# Checklist of items to take on the day of the event

* Spare badge paper and badge holders (25% extra)
* Nameplates for speakers for top table and logo for lectern stand
* Pens for delegate packs
* Record of attendance (bring spare copies)
* Delegate packs (20% extra) including:
  + programme
  + speakers’ biographies
  + delegate hand-outs
  + delegate list
  + any other hand-outs
  + emergency procedures
  + evaluation form.
* List of delegates attending each workshop (bring spare copies)
* Signage for the venue and breakout rooms including:
  + registration desk
  + cloakroom
  + refreshments
  + messages
  + toilets
  + main meeting room
  + workshop rooms names
  + switch off mobile phones
  + lunch
  + reserved
  + completed questionnaires.
* Exhibition stands (banners, pop-up stands, publicity material for display etc)
* Bluetac, drawing pins, scissors, sellotape, double-sided tape
* Blank A4 paper
* Laptop computer and printer
* Badge machine
* Spare copy of presentations on disk or laptop
* Customer feedback forms (if not in delegate packs)
* Chair’s brief (including spare copies)
* Operational programme (one for conference organiser   
  and one for each of staff on the day)
* Extension lead
* Office stationery
* Return address labels