# 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 [ ]