

Workshop Materials and Supplies Checklist

Reference Chapter 7, section “Workshop Aids,” in
Requirements by Collaboration by Ellen Gottesdiener, Addison-Wesley, 2002.

Workshop-Specific Materials

- Name tents or name tags
- Binders with tab dividers
- Copies of the agenda (insert in the “agenda” tab of the binder)
- Copies of each workshop aid: sample models, tips, worksheets for group work
- Templates or forms for participant input
- Reference documents and other handouts
- Facilitator notes
- Meeting-worthy toys
- Poster with workshop process
- Poster with agenda process
- Poster with products
- Blank “Parking Lot” poster
- Workshop evaluation forms

Equipment

- PC or laptop for recorder, with appropriate software (e.g., word processor, spreadsheet)
- Printer for hookup to laptop
- LCD projector for hookup to laptop
- Projection screen
- Electronic whiteboard or poster equipment (e.g., Mimio or e-beam)
- Copier or access to a copier
- Overhead projector with spare bulb
- Phone and fax message service or administrator
- Two flip chart easels (four for larger workshop)
- Breakout rooms for small group work, if possible
- Coffee maker or coffee service
- Extension cords
- Paper cutter
- Three-hole punch
- Tape or CD player with spare batteries
- CDs or tapes
- Camera

Supplies

- Notepads
- Pencils and pens
- Post-its™ or Vis-its™ for sticky notes
- Cut paper or index cards for sticky wall
- 3x5 and 5x8 cards
- Scissors
- Paper clips
- Thumbtacks
- At least four sets of flip chart markers
- Whiteboard markers and erasers
- Roll of paper (50-yard rolls, 48 inches wide)
- Spray water bottle if water-soluble markers are used on whiteboard
- Transparency pens
- Flip chart pads (two per easel)
- Box of blank transparencies
- Facial tissues
- Butcher paper rolls
- 3M repositionable adhesive 75 (34-7035-9037-8)
- Masking tape
- Stapler, staples, and staple remover
- Rubber bands
- Aspirin, Tylenol, Tums, etc.
- File folders
- Self-stick colored dots
- Whistle or stopwatch
- Calendar
- Poster board or static wall surface boards
- Small tool and sewing kits
- Toys, games, cartoons, music, videos, jokes
- Refreshments
- Dictionary and thesaurus