## Workshop Materials and Supplies Checklist


### 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