

# Equipment Checklist

## Presentations & Speaking Events

- |                          |                           |                          |                        |
|--------------------------|---------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Business Cards            | <input type="checkbox"/> | Duct Tape              |
| <input type="checkbox"/> | Brochures or 1 pagers     | <input type="checkbox"/> | Powerboard             |
| <input type="checkbox"/> | Books                     | <input type="checkbox"/> | Extension cord         |
| <input type="checkbox"/> | Mailing list sign up form | <input type="checkbox"/> | Pens                   |
| <input type="checkbox"/> | Tablecloths               | <input type="checkbox"/> | Rolling crate/suitcase |
| <input type="checkbox"/> | Signage                   | <input type="checkbox"/> | Promotional Items      |
| <input type="checkbox"/> | Order Forms               | <input type="checkbox"/> | Decorative Items       |
| <input type="checkbox"/> | Donation Forms            | <input type="checkbox"/> | _____                  |
| <input type="checkbox"/> | Credit Card Processing    | <input type="checkbox"/> | _____                  |
| <input type="checkbox"/> | Tape                      | <input type="checkbox"/> | _____                  |
| <input type="checkbox"/> | Scissors                  | <input type="checkbox"/> | _____                  |
| <input type="checkbox"/> | Pushpins/butterfly clips  |                          |                        |

