

**Event Management Tool Kit**

Item		Check	
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<b>Registration (Prepared by Registrar)</b>		<b>Exhibit (Prepared by Exhibits Manager)</b>	
Badge holders		Booth	
Badge maker labels		Business cards	
Badge maker machine		Giveaways	
Badges blank		Marketing Materials	
Batteries assortment			
Binder clips assortment		<b>Command Center (Prepared by Director of Events)</b>	
Box cutters		Binder of Event Information	
Federal Express shipping Labels		Calculator	
Flash Drive		Camera	
Highlighters (2)		Camera charger	
Laptop for badge making		Certificate Holders	
Laptop for registration desk (2)		Certificate Paper	
Lunch tickets		Easels	
Packing tape		Extension Cords	
Paper clips assortment		First Aid Kit	
Pocket Knife		Flash drive	
Post it notes assortment		Laser Pointers	
Power strips		Promotional - Member Pins	
Ribbons - Committee		Promotional - Pen set	
Ribbons - Exhibitors		Promotional - President Coin	
Ribbons - Leadership		Tent Cards	
Ribbons - Sponsorship		Wireless Slide Advancers (6)	
Rubber bands			
Ruler			
S and J Hooks			
Safety Pins			
Scissors			
Small tool kit			
Springs for Badges			
Staple remover			
Stapler			
Staples			
Super Glue			
Tape assortment			