

m|ainc.

MADISON AVENUE INCORPORATED

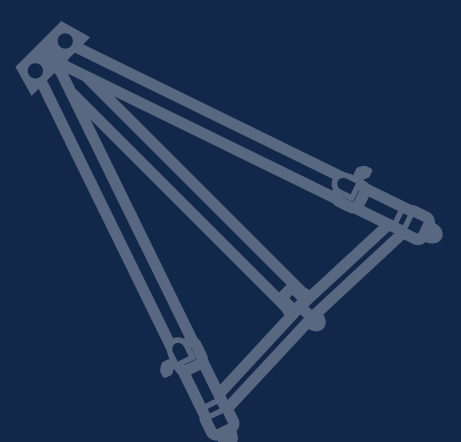
Event Planner Survival Kit Checklist



www.MeetingSigns.com



(301) 470-1500



Staff, Attendee, & Speaker

Hand sanitizer or hand wash

Lint roller

Hair ties and bobby pins

Safety pins or double-sided tape

Travel brush

Mini sewing kit

Stain remover pen

Deodorant or body spray

Sunscreen and bug spray

General First Aid kit (Band-aids, pain relievers, antiseptic wipes, bandages)

Floss, toothbrushes, and travel-sized mouthwash

Breath mints or gum

Water bottles

Portable food (granola, protein bars, trail mix, other emergency snacks)

Feminine products

Tech

Laptop or tablet

Adapter cables for both Mac and PC laptops

Outlet adapters (ideally with USB ports included)

iPhone and Android phone chargers (or a USB with multiple heads)

Portable powerbanks (make sure they're charged!)

Radios / Walkie-talkies

Headphones or Ear-buds

Thumb drive

Cable ties

Batteries (AA, AAA) for microphones or walkie-talkies

Extension power cord

HDMI chords

Portable WIFI hotspot device (this will save your valuable mobile data)

Light ring for phones (for more polished social media candids)

Camera Lens Adapters (for more fun social media candids)

Portable Bluetooth Speaker

Organization

Event Agenda (both a physical copy and digital copy staff can access on-the-go)

Attendee, vendor, and sponsor lists

Venue map

Doorstop

Event paperwork (event management plan, event permit, volunteer manuals, etc.)

Contact information for pertinent staff (include venue staff, drivers, caterers, etc.)

Pens, pencils, Sharpies

Scissors

Paper, notebooks, or Post-It notes

Extra nametags

Clipboard

Label maker

Folders or binders

All-purpose cleansing and glass wipes

Superglue and scotch tape

Miscellaneous

Basic cleaning supplies (surface spray, wet wipes, sign cleaning kits, etc.)

Collapsible easel

Business cards

Rope

Masking or Gaffer Tape

Cash/change

Local restaurant selections

Extra signage

Tape measure

Lighter

Flashlights

Zip ties

Small toolkit (hammer, multi-head screwdriver, wrench)

Extra generic signage (dry erase laminate or a versatile SMARTlens sign)