

SAMPLE SUPPLY CHECKLIST

SUPPLY BOX CHECKLIST

OFFICE SUPPLIES	REGISTRATION
<input type="radio"/> Clip Boards (3)	Signage:
<input type="radio"/> Scissors	<input type="checkbox"/> Title/Registration
<input type="radio"/> Push Pins	<input type="checkbox"/> Registration Guidelines
<input type="radio"/> Flip Chart Markers (4 sets)	<input type="checkbox"/> Help
<input type="radio"/> Flip Chart Pads (4)	<input type="checkbox"/> Breakout Room Assignments (on paper)
<input type="radio"/> Overhead Markers	<input type="radio"/> Name Tags
<input type="radio"/> Dry Erase Markers (2 sets)	<input type="radio"/> Sign-in Sheets (A-E, F-K, L-P, Q-T, U-X)
<input type="radio"/> Eraser for Dry Erase Board	<input type="radio"/> Signs that say "A-E" etc...for reg. table
<input type="radio"/> Pencils	
<input type="radio"/> Pens	COURSE MATERIALS
Tape:	<input type="radio"/> Syllabi
<input type="checkbox"/> Packing Tape	<input type="radio"/> Portfolios
<input type="checkbox"/> Scotch Tape	<input type="radio"/> Overheads
<input type="checkbox"/> Duct tape	<input type="radio"/> Handouts
<input type="checkbox"/> White-out Tape	Extra materials:
<input type="radio"/> White-out	<input type="checkbox"/> Evaluation Forms
<input type="radio"/> Post-it's	<input type="checkbox"/> Agendas
<input type="radio"/> Box of Kleenex	<input type="checkbox"/> Pre-/Post-Tests
<input type="radio"/> Pads of Paper (3)	<input type="checkbox"/> Registration Forms
<input type="radio"/> Glue Stick (3)	<input type="checkbox"/> Blank Name Tags
<input type="radio"/> Box of Paper Clips	<input type="checkbox"/> Box of Blank Overhead Sheets
<input type="radio"/> Bag of Rubber Bands	<input type="checkbox"/> Business Cards
<input type="radio"/> Manila Envelopes (4)	<input type="checkbox"/> Product/Order Forms
<input type="radio"/> Fed Ex Forms and Pouches (5)	
	AUDIOVISUAL MATERIALS
	<input type="radio"/> Laser Pointer with Extra Batteries
	<input type="radio"/> Portable Easels (3)
	<input type="radio"/> Slide Carousel