

Speaker Event Checklist

Event: _____

Date: _____

Don't Forget!

Preparation is Everything!

- Marketing Materials** _____

- Business Cards** _____

- Table Items (Cover, Sign(s), Email Collection list, card collector, display Products, pens, etc)** _____

- Information Products / Books** _____

- Pens** _____

- Extension Cord (s)** _____

- Batteries, various sizes** _____

- Presentation Clicker, Laser pointer** _____

- Presentation USB** _____

- Video Camera/Tripod** _____

- Projector** _____

- Office Supplies (stapler, tape, duct tape, ruler, paper clips, business labels, dry ink pens)** _____

- Water, protein bars, gum, mints, toothbrush, paste, rinse** _____

- Safety pins, bobby pins, hairspray, Clear nailpolish, hose, nail file (women)** _____

- Tissues, bandaids, styptic pencil, Aspirin, tums, immodium, deodorant** _____

- 4 quarters, \$20 bill** _____

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Add your own items below:
