Checklist: Meeting supplies

# ****Stationary:****

* Flip chart paper/ whiteboard
* Name tags
* Markers (for paper and/ or dry-erase board) and extra pens/ pencils
* Pads of paper
* Post-it notes
* Tape

# ****Meeting documents:****

* Copies of agenda
* Copies of previous meeting’s minutes
* Idea/ comment sheets
* Any additional handouts or information resources

# ****Technical:****

* Recording equipment (e.g. digital recorder, video recorder)
* Batteries
* Laptop and cables
* Projector
* USB stick
* Conference call information

# ****Coffee break supplies:****

* Coffee and coffee cups
* Sugar
* Cream
* Napkins
* Stir sticks
* Snacks (fruit, yogurt, cookies, etc.)
* Water/ juice

# **Other:**

* Signs indicating the location of meeting rooms
* Driving directions to the site