

THE STRATEGY OF LIVE EVENTS

AN ENTREPRENEUR'S GUIDE

Event Packing Checklist

Office Supplies

- Tape: Scotch, Duct, packing, gaff, double-sided
- Extra USB stick / flash drives
- Stapler, paper clips, hole punch, 3M strips
- Scissors, box cutters, leatherman, knife
- Pens, pencils, Sharpies, markers, highlighters, white-out
- Notepads, Post-Its, clipboards, folders, envelopes
- _____

Personal

- Pain medication, cough drops, bandages, etc.
- Comfortable shoes & clothes for setup / breakdown
- Event attire & backups (extra shirt, shoes, nylons)
- Toothbrush, toothpaste, mints, gum
- Bottles of water, soda, juice
- Hand sanitizer, tissues, hand wipes, face wipes
- Sewing kit, safety pins, stain remover
- _____

Event Materials

- All event signage & promotional materials
- Attendee materials: programs, handouts, nametags, etc.
- Cash for tipping, checkbook for vendors, credit cards
- Extra printouts of attendee lists, orders, floorplans, etc.
- Gifts for attendees, speakers, special guests
- A/V: presentations, videos, media, music playlists
- Technology: laptop, tablets, chargers, etc.
- Reserved signs, place cards, table numbers
- _____

Miscellaneous

- Paper towels, Ziploc bags, cleaning wipes
- First-aid kit & emergency procedures
- Flashlight, lighters, matches
- Folding dolly, tape measure, ruler
- Power strip, extension cords, charging cords
- Batteries, remote charger
- Bottle opener, corckscrew
- Bottle of prosecco to celebrate the end of the night!
- _____

Notes

