

Workshop / Event Supplies Checklist

Use this worksheet to ensure you've planned for all materials you'd like to have available at your event. Feel free to add to the list, or subtract items that you will not have available.

CREATE, GATHER AND/OR PRINT THE FOLLOWING MATERIALS:

EST. QUANTITY NEEDED OF EACH: _____

- EDUCATIONAL MATERIALS:** Inventory books and other NVC learning materials available for sale. Order what you need from CNVC or Puddledancer Press (use CNVC ordering guidelines).
- MATERIALS PRICE LIST**
- WORKSHOP TRAINING PACKET / PARTICIPANT HANDOUTS**
- UPCOMING EVENTS/WORKSHOPS HANDOUT**
- JOIN OUR COMMUNITY CARDS / OR SIGN-IN CLIP BOARD:** If you'd like to stay in contact with your workshop participants (with other communications such as a newsletter, or email announcements), print adequate copies of the Join Our Community cards (as is, or adapted for your needs) included in the Event Coordination Toolkit, or create a sign-in sheet for participants to record their contact information.
- EXTRA DAY-OF-EVENT REGISTRATION FORMS**
- RECEIPT BOOKLETS FOR WORKSHOPS AND LEARNING MATERIAL SALES**
- ORGANIZATIONAL BROCHURES OR FLYERS**
- PUDDLEDANCER PRESS PRODUCT CATALOGS**
- WORKSHOP COMPLETION CERTIFICATES** (signed by trainer)
- CONTINUING EDUCATION CREDIT CERTIFICATES**
- LOCAL FOOD OPTIONS HANDOUT**
- VOLUNTEER NAME TAGS**

GATHER OTHER MATERIALS FOLLOWING MATERIALS:

- REFRESHMENTS** (coffee, tea, cups, water heater, stir sticks, napkins, etc.)
- PENS**
- CREDIT CARD MACHINES AND SUPPLIES**
- ORGANIZATIONAL BANNER**

- DIRECTIONAL SIGNS**
- CONTACT SIGNS**
- PRE-REGISTRATION / REGISTRATION SIGNS**
- MAKE CHECKS PAYABLE TO SIGNS**
- BASKET(S) TO RECEIVE DONATIONS AT DOOR QUANTITY: _____**
- (2) SECURED MONEY STORAGE CONTAINERS** (one for registration, one for material sales)
- TISSUE BOXES**
- FLOWERS AND/OR PLANTS FOR EVENT STAGE, AND TABLES**
- TRAINER NEEDS – Dry erase board, flip chart, markers, water, chair, table, etc.**
- (2) COPIES OF THE UP-TO-DATE PRE-REGISTRATION LOG**
- PAPER TOWELS, SPONGES, EXTRA TISSUE PAPER**
- TABLES AND CHAIRS FOR REGISTRATION, INFO, AND BOOK/MATERIAL SALES TABLES**
- OTHER: _____**
- OTHER: _____**
- OTHER: _____**