

## Conference Organiser's Tool Box

Similar to the Scouts, an event organiser's motto is commonly 'Be Prepared'.

By packing your own event toolbox, you may save yourself a lot of last-minute stress.

Some items you might like to include are:

### Stationary:

- Pens, pencils and marker pens
- Scissors
- Packing tape
- Bulldog clip
- Calculator
- Paperclips
- Eraser
- Elastic bands
- A4 plastic sleeves
- Paper clips
- White out
- Velcro dots
- Pushpins
- Bluetac
- Extra name tags

### Paper:

- A4 white
- Project cardboard

### Electrical:

- Tagged and tested extension cord
- Tagged and tested multibox
- Additional lighting if required (spot lights, fairy lights etc)

### Industrial:

- Superglue
- Stanley knife
- Double sided tape
- Heavy duty stapler (& staples)

### First aid:

- First aid kit
- First aid trained personnel, if required
- Petty cash
- Secure cash tin or lockable storage system

### Set-up & pack down:

- Packing boxes
- Packing tape
- Courier labels for return of parcels to the office
- Adequate rubbish disposal

### Other:

- Tissues
- Spare cloths
- Contact phone numbers for all staff
- Contact phone numbers for event, venue and contractors
- Run sheet of the event schedule