



# Event Registration Desk Supplies Checklist

## **REGISTRATION ITEMS**

- Blank name badge stock
- Clipboards
- Envelopes
- Lanyards

## **OFFICE SUPPLIES**

- Dry erase markers
- Highlighters
- Labels
- Pens and pencils
- Permanent markers
- Printer paper
- Rubber bands
- Scissors
- Stapler
- Staples
- Tape
- Thumb drives
- Thumbtacks

## **HEALTH AND SAFETY**

- Band-aids
- Facial tissues
- Ice packs
- Pain medication

## **TECHNOLOGY**

- Barcode scanner
- Batteries (AA, AAA)
- Laptop(s)
- Name badge printer
- Tablet computer
- Transaction terminals
- USB Hub
- Walkie Talkies

## **TOOLS**

- Allen wrench
- Box cutter
- Hammer
- Measuring tape
- Ratchet wrench
- Screwdrivers

## **OTHER**

- Bluetooth stereo
- Cell phone charger
- Extension cords
- Safety pins
- Sewing kit
- Storage bags
- Zip ties