**Tier 1 – For your event and check-in table**

* Scissors
* Extra pens and sharpies
* Highlighters
* Extra name tags, blank
* Tape
* Stapler (or paper clips)
* Safety pins
* Hair ties – very multi-purpose
* Blank paper
* Duct tape
* Jump/thumb drive
* A printed list of important phone numbers including your speakers, the venue representative, and a facility contact
* Extra print copies of your event documents
* Reserved signs (for table or chair)

**Tier 2 – For your speaker**

* Lint roller
* Hairbrush
* Mirror
* Tylenol
* Tissues
* Hair spray
* Band-Aids
* Mints
* Wet Ones
* Sewing kit
* Wisp
* Cough drops
* Lotion, unscented preferred
* Bottled water
* Hand sanitizer
* Extra script copy

**Tier 3 – Serious Event Planner**

* Steamer
* Extra printer
* Three hole punch
* Tape measure
* Diaper wipes
* Screwdriver kit, mini
* Flashlight
* Gaffers tape
* Camera or device with a camera for photo documentation
* Extra cables
	+ Power strip
	+ Extension cord
	+ Charging cords for all of your devices
	+ Sound cord if using A/V
* Custom first aid kit
	+ Band-Aids, multiple sizes
	+ Neosporin
	+ Benadryl
	+ Tums
	+ First aid tape
	+ Ibuprofen