

# Event Kit

## Presentation Materials

- Laptop .....
- Presentation on USB stick .....
- Wireless Mouse .....
- Print out of presentation .....
- Evaluation Sheets .....
- Worksheets for exercises.....

## Stationery

- Flip chart paper .....
- Flip chart pens, large and small .....
- Stapler .....
- Blu-tack .....
- Post-it notes .....
- Paper clips .....
- Bulldog clips .....
- A few pens .....
- A few pencils .....

## Tools

- Mains extension lead – multiway .....
- Clear tape .....
- Gaffer tape .....
- Parcel tape .....

## Other

- My Name Badge .....
- Business Cards.....



