

Category	Notes	Loaded?
Registration		
1 x check list		
3 x black plastic tubs for delegate packs		
Delegate packs x 70 (arranged alphabetically by surname + inclusive of approx 15 spare)		
Delegate badge holders, clips and name inserts x 70 (i.e. 55 with name inserts and 15 spare)		
ILA lanyards		
DVDs x 70		
Delegate list (including speakers and exhibitors) x 4		
Delegate booking forms		
How did you hear about event? ' analysis sheet x 3		
Spare booking forms for unregistered delegates x 20		
2 x blank reporter pads for notes		
Break-out room notices and arrows		
2 x copy of workshop allocations for registration staff + 2 x copies for attaching to wall of lounge		
Speaker requirement forms		
Inserts in packs:		
Programme		
Break-out tickets		
Feedback form		
Good Company flyer		
EQUAL newsletter		
Generic info		
RBS flyer		
E-bulletin		
ILA pen		
SSSLN West notepad		
SSSLN West about us leaflet		
Training calendar and booking form		
T&LS leaflet		
Handouts of all presentations		
Delegate list		

SSSLN West Equipment		
2 x flipchart stands		
1 x box of flipcharts		
Tub of marker pens and 2 x boxes of new markers	Tub of pens for sessions	
5 x packs assorted large Post It notes		
2 x data projectors	Check both have power packs/cables and video cables	
Spare bulbs for projectors		
1 x T& LS laptop	Check has power packs/cables	
2 x SVQ laptops		
3 x video cable extensions/long video cables		
3 x double socket extension cables		
3 x cable tidies	Take from front training room	
1 x portable OHP		
1 x SSSLN West general pull-up banner		
1 x T&LS pull-up banner		
2 x CD Rom with speaker presentations		
Miscellaneous Toolkit Items		
Sellotape		
Silver duct tape		
Blu Tac x 2 packs		
Spare biro pens		
Plain A4 paper		
Drawing pins		
Highlighter pens x 2		
Stapler	Check has staples	
Pencils		
Scissors		
Black felt tip pens x 2		
Standard delegate pack		
Copy of work shop allocations		