

Last-Minute(ish) Event Needs Checklist:

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| <input type="checkbox"/> Slides <ul style="list-style-type: none"><input type="radio"/> Speaker templates<input type="radio"/> Event kick-off slideshow<ul style="list-style-type: none"><input type="radio"/> Incident report plan<input type="radio"/> Important numbers<input type="radio"/> WiFi details<input type="radio"/> Lists of staff<input type="radio"/> Nearby stores<input type="radio"/> Sponsor list | <input type="checkbox"/> Restroom Items |
| <input type="checkbox"/> Printed Items <ul style="list-style-type: none"><input type="radio"/> Code of Conduct<input type="radio"/> Venue map<input type="radio"/> Schedule | <input type="checkbox"/> Badge Ribbons |
| <input type="checkbox"/> Toolbelt Items <ul style="list-style-type: none"><input type="radio"/> Portable charger<input type="radio"/> Various tapes<input type="radio"/> Various markers<input type="radio"/> Extra pens<input type="radio"/> Scissors | <input type="checkbox"/> Time Cards |
| | <input type="checkbox"/> Table Topics |
| | <input type="checkbox"/> Blank, Branded Signage |
| | <input type="checkbox"/> Blank, Branded Name Tags |
| | <input type="checkbox"/> Pronoun Stickers/Buttons |
| | <input type="checkbox"/> Registration Candy/Treats |
| | <input type="checkbox"/> Music/Entertainment |
| | <input type="checkbox"/> Self Care Essentials |

★ A more detailed account of these items can be found at: bit.ly/event-needs

“ Success is only meaningful and enjoyable if it feels like your own.

— Michelle Obama

“ You got this!

— Team YupGup