

## Pack a Box – things you might need with you on the day

- Sign In Forms – print out the prefilled ones from the website and take some blank ones from the host resources page just in case
- Welcome cards (if you are using them, they can help make the count easier in large groups)
- The event rules
- Feedback forms (remember these can be completed online, please give your participants your location ID number, then we can provide you with your feedback)
- Pens and markers pens
- Tables if you need to put anything out
- Clipboards for the sign in sheets – its handy if you attach a pen to each one
- Name tags and different color marking pens – to make name badges for participants and help identify those who do not want to be photographed (see FAQ's for more details)
- Chairs or blankets to sit on
- Cellphone for the time and for adding your numbers afterwards (you can even photograph your paperwork and send that in too)
- Camera (and a spare just in case!)
- Location markers – balloons, posters in window, etc.
- Tape, tacks, or poster putty to hang posters
- Water and supplies if serving food; napkins, plates, cups, etc.
- Arrange to meet the people helping you early so that you can get set up
- Make sure the people helping you know what to expect
- Think about a way to identify helpers – perhaps you will all wear a particular colour tshirt or a Big Latch On tshirt or name badge or same colour beads.

NEED HELP?