

Workshop Materials Checklist

Location: _____

Date: _____

Materials:

- Water-soluble markers
- Dry-erase markers
- Flipcharts
- Overhead transparencies
- Masking tape
- Scissors
- Index cards
- Pens or pencils
- Notepads
- Name tags
- Raffle tickets
- Door prizes
- Removable dots
- Local map
- Post-Its
- Clock
- Calculators
- Sign-in sheet
- Colored paper
- Refreshments
- Activities
- Course manuals

- Videos
- Handouts
- Certificates
- Evaluation forms
- Other: _____

Equipment:

- Overhead projector
- Slide projector
- TV and VCR
- Tape recorder
- Screen
- LCD projector
- Laptop computer
- Dry-erase board
- Easels
- Other: _____

