

PACKING LIST TEMPLATE

1. EVENT ESSENTIALS

- Event Schedule & Program
- Speaker/Host Scripts (e.g., Emcee Notes)
- Guest List & RSVP Details
- Vendor Contact List (if applicable)
- Name Tags or Lanyards
- Sign-in Sheets or Registration Materials
- Tickets or Passes (if applicable)

2. TECHNOLOGY & EQUIPMENT

- Microphones (Wireless/Lapel/Handheld)
- Speakers
- Projector or Screen
- Laptop or Tablet
- Cables & Adapters (HDMI, AUX, etc.)
- Extension Cords & Power Strips
- Lighting Equipment (Spotlights, LED lights)
- Backup Batteries or Chargers

3. VENUE SUPPLIES

- Event Signage (Directional, Welcome Signs, etc.)
- Decorations (Banners, Balloons, Table Centerpieces)
- Tables and Chairs (as per setup requirements)
- Tablecloths and Skirting
- Trash Bags and Bins

4. FOOD & BEVERAGE

- Catering Supplies (Plates, Cups, Utensils, Napkins)
- Water Bottles or Beverage Dispensers
- Snacks or Meal Boxes (as per the schedule)
- Special Dietary Items (e.g., Gluten-free, Vegan)

5. **PROMOTIONAL MATERIALS**

- Event Posters and Flyers
- Goodie Bags or Swag (if applicable)
- Promotional Items (Pens, Notebooks, etc.)
- Sponsorship Displays or Banners

6. **EMERGENCY ITEMS**

- First Aid Kit
- Emergency Contact Numbers
- Backup Flashlights
- Umbrellas (for outdoor events)
- Cleaning Supplies (Paper Towels, Wipes, etc.)

7. **DOCUMENTATION & FEEDBACK**

- Cameras or Smartphones (for Photos/Videos)
- Tripod or Stabilizers

8. **STAFF & VOLUNTEER ITEMS**

- Volunteer/Staff Identification (Badges, T-Shirts)
- Walkie-Talkies (for communication)
- Training Materials or Cheat Sheets
- Event Day Contact List (Team Roles & Responsibilities)

9. **POST-EVENT ITEMS**

- Packing Supplies (Boxes, Labels, Tape)
- Thank You Gifts or Cards (for speakers/volunteers)
- Donation or Recycling Boxes (if applicable)