



Offsite Meeting Checklist

Packing List

- Projector
- Speakers
- DVD Player
- Remote "Clicker"
- Radio/Music
- Laptop Adaptors
- Stapler
- Notepads
- Pens/Pencils
- Markers/ Colored Pencils/ Crayons
- Post-it Notes
- Paper/ Colored Paper
- Paperclips
- Stickers
- Tape/ Adhesives
- Post-it Flipcharts
- Portable Whiteboards
- Markers/ Dry-Erase Markers
- Hole Punch
- Laptop power cords
- Power strip
- Wifi hotspot (if needed)
- Snacks/beverages (if not provided by facility)

Team Information (Prior to Meeting)

- Directions to the Facility
- Parking Directions
- Meal Options
- Agenda
- Hotel Information
- Nearby Restaurants/ Activities
- Copies of PowerPoint presentation and other participant materials
- Copy of PowerPoint on a thumb drive (also have PDF format)

Other

**All Items on this checklist are included at sparkspace for no additional cost