

SHOPPING LIST

- **REGISTRATION**

1. Pin Back NameTags – Printed & Blank ones
2. Registration Sheets
3. Registration Table (A-L & M-Z)
4. Reception Bags w/welcome items (brochures, itinerary, floor plans, etc)

- **TRAINING CONFERENCE ROOM REQUIREMENTS**

AUDIO - MICROPHONE

VIDEO – OVERHEAD PROJECTOR, LCD DISPLAY, SCREEN, ETC)

SIZE (# OF ATTENDEES)

SET-UP (CLASSROOM, OVAL, CIRCLE, ETC)

PERIPHERALS (EASELS, MARKERS, ETC)

COMPLETION CERTIFICATE

POST TRAINING CONTACT INFORMATION

HAND-OUTS

- **MEMBER VOLUNTEER ACTIVITY**

Room size

Chairs & Tables

items for activity

- **HALL OF FAME**

Write-ups

List of recipients

Trophy

Name Plate

VOLUNTEERS NEEDED:

Reception area

Registration area