**RLI Packing List – 2018**

**Printed Materials**

Deadline 8/24/18

* Participant Name tags
* Speaker name tags

Holly: check and see what supply is.

Orders go out this week 8/18/18

* Name tents

Print up name tents with participants names

* + RLI seating assignments (11x14 paper, large writing, 3 copies of each day)

Holly will chat with Josh

* + Table numbers 8/24/18
	+ Sade get the table numbers to Holly
	+ Order IKEA- table frames
	+ Reserved sign for head table (staff table)

Update speaker travel sheet

* + - Speaker information
* Speaker contact sheet including cell phone numbers and arrival and departure details and times

**Sponsor**

* + Binders (60)
	+ Westin BEO and Final agreement
	+ The Wyld BEO
		- Participant list phonetically spelled out for graduation
* Sponsor Stuff
	+ Table frames & inserts
	+ Easel signs
	+ Roll out banners (2)
		- RLI easel signs (RLI logo and directional)
		- RLI banner
		- 5-10-15 minutes left signs
		- $ Sign
		- Thought boards

**Special Binders**

* + Special binders (4) – that includes the BEO’s, detailed staff itinerary (updated to reflect recent changes), speaker contact information and arrival information and all sponsor information
* Copies of detailed staff itinerary (4)

**Equipment/Electronics**

* 2 Laptops
* 2 projectors
* Wireless clicker
* Ipod Player
* Turning Point Polling Equipment
* Portable Speaker system
* Camera
* memory card
* battery
* charger
* memory card reader
* Batteries
* Back up USB of all presentations
* Back up RLI folder (gscommon file)
* Multi travel drive connection
* Power strip

***Giveaways***

* Shirts (marked with participant name)
* Padfolios
* Pens
* CVB gift w/map
* Cups

**General Supplies**

* + *Facilitation Kit*
* Markers
* Sticky dots
* Star labels
* Index cards
* Stapler
* Scissors
* Paper Clips
* Post it notes
* Pens
* Pencils
* Tape (masking and scotch)
* Hat pins (at least 120)
* Duct tape (Black)
* Spray adhesive
* 12 Post it easel flip charts
* 8 portable flip chart holders
* 6 portable (foldable) easels
* 2 mahogany evaluation trays
* Trophies
	+ - * Cash for trolley tip $100
			* Candy
	+ Candy bowls
	+ Fish Bowl
	+ Leftover drinks from RLI reception

**Trolley Ride**

* + Pralines (confirm shipment)
	+ Cooler/blue bins
	+ Disposable tablecloths

**The Wlyd**

Bring sound system to the Wlyd