**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