

MEETING PLANNER ESSENTIALS

Don't leave home without 'em!

- | | | | |
|--------------------------|-----------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | #10 Envelopes | <input type="checkbox"/> | Highlighters |
| <input type="checkbox"/> | 3-Hole Punch | <input type="checkbox"/> | Important Phone #'s |
| <input type="checkbox"/> | Bandages/Antiseptic Wipes | <input type="checkbox"/> | Jacket or Sweater |
| <input type="checkbox"/> | Antacid Tablets | <input type="checkbox"/> | Lip Balm |
| <input type="checkbox"/> | Aspirin/Ibuprofen | <input type="checkbox"/> | Local Telephone Book |
| <input type="checkbox"/> | Binder Clips | <input type="checkbox"/> | Markers |
| <input type="checkbox"/> | Bottles of Water | <input type="checkbox"/> | Mints or Gum |
| <input type="checkbox"/> | Box Cutter | <input type="checkbox"/> | Note Cards |
| <input type="checkbox"/> | Breakfast Bar or Fruit | <input type="checkbox"/> | Notepad |
| <input type="checkbox"/> | Calculator | <input type="checkbox"/> | Packing & Shipping Materials |
| <input type="checkbox"/> | Cash for Tipping | <input type="checkbox"/> | Pencils/Pens |
| <input type="checkbox"/> | CD-R's, Floppy Disks | <input type="checkbox"/> | Receipt Books |
| <input type="checkbox"/> | Cell Phone & Charger | <input type="checkbox"/> | Rubber Bands |
| <input type="checkbox"/> | Chalk & Eraser | <input type="checkbox"/> | Ruler |
| <input type="checkbox"/> | Collapsible Dolly | <input type="checkbox"/> | Safety Pins |
| <input type="checkbox"/> | Colored Markers | <input type="checkbox"/> | Scissors/Utility Knives |
| <input type="checkbox"/> | Correction Fluid | <input type="checkbox"/> | Sharpie Pens |
| <input type="checkbox"/> | Dental Floss | <input type="checkbox"/> | Small Tool Kit |
| <input type="checkbox"/> | Duct, Scotch & Masking Tape | <input type="checkbox"/> | Spare USB Cord |
| <input type="checkbox"/> | Extension Cord/Power Strip | <input type="checkbox"/> | Stapler & Staples |
| <input type="checkbox"/> | Extra Badges | <input type="checkbox"/> | Staple Remover |
| <input type="checkbox"/> | Extra Batteries | <input type="checkbox"/> | Sticky Notes |
| <input type="checkbox"/> | Extra Tough Trash Bags | <input type="checkbox"/> | Telephone Cord |
| <input type="checkbox"/> | Flashlight | <input type="checkbox"/> | Tissues |
| <input type="checkbox"/> | Hand Lotion | <input type="checkbox"/> | Umbrella |
| <input type="checkbox"/> | Hand Wipes | <input type="checkbox"/> | Velcro |

From www.marcomeetings.com