

## Sample supply checklist for your Canadian federal electoral reform event

The amount and type of supplies required for your event will vary depending on a number of factors. Below is a basic event checklist that you can adapt or use as a reference in planning and preparing your event.

Note: An electronic copy of this document can be accessed at [canada.ca/electoral-reform-dialogue](http://canada.ca/electoral-reform-dialogue).

### Welcome and registration

- Registration sign-in forms (and pencils/pens) (if desired)
- Event guest list (if you asked people to register)
- Handouts / background information (if desired)

### Refreshments (if desired)

- Drinks (and cups)
- Treats/snacks (and serving instruments if necessary)
- Napkins and/or plates

### Audiovisual (if desired)

- Computer
- Projector and/or screen
- Adaptor cable(s)
- Extension cord
- Any necessary software
- Speaker(s) and/or microphone(s)

### Facilitator/hosting supplies

- Agenda
- Facilitator guide
- Phone and/or timer

### Activity supplies (if desired)

- Cue cards
- Pens and/or pencils
- Markers
- Tape (painter's tape, masking, etc.)
- Exercise-specific supplies