**“Day of” Checklist: Sales / Marketing**

* Clarity on monetization plan
* Any registration forms / handouts
* Items / products you are selling
* Payment plan breakdown
* A way to take money (multiple if appropriate - venmo, card swiper, cash, checks, etc.)
* Business Cards
* Pens / Clipboards
* Banner
* Tripod for video taping
* Reminder to have someone take photos / video
* Post event to social media

**“Day of” Checklist Technology**

* Laptop
* Clicker
* Extra batteries for clicker
* Power Cord
* Extension Cord
* HDMI Cord
* Adaptors for Projector
* Thumbdrive
* Microphone (if needed)

**“Day of” Checklist: Delivery**

* Print out of your PowerPoint
* Easel / Markers
* Materials needed to deliver presentation (e.g., AV, etc.)
* Speaker Introduction Sheet
* Check travel time (traffic)
* Attire

**“Day of Checklist” OPTIONAL**

* Music Stand
* Microphone
* Headset

**All the Cords You Could Possibly Need**

* Extension Cord
* HDMI Cable
* Power Cord for laptop
* Phone Charger
* Adapters for Projector