

Master Equipment Checklist

Person responsible for equipment: _____

Equipment (fill in total number needed)	Sessions Needed For	Equipment Source	Pick Up Date
_____ Flipcharts, tape, markers			
_____ Extension cords			
_____ Microphones/cords			
_____ Podium/lecterns/cords			
_____ Screens			
_____ DVD player			
_____ T.V.'s			
_____ Camera for taping session			
_____ Camera for pictures			
_____ Lighting			
_____ Computers and projectors			
_____ Internet access			
_____ Computer cables			
_____ Other			