

	MTG. DATE	
	HOST CITY LOCATION	
	Address:	
	Contact:	
	On-Site Assistance:	
	Special Notes:	
A/V Equipment		
	Laptop	
	Lavalier/lapel mic	
	PA / Speaker(s) / Stands	
	Projection Screen	
	Projector	
	Wired, hand-held mic	
	Wireless, hand-held mic	
Other Presentation Equipment		
	Easels (10 BAS/SMB/NLW)	
	Extension Cord(s)	
	Laser Pointer	
	Podium	
	Tape Recorder	
Presentation Displays / Boards		
	Olinda Alpha	
	Frank R. Bowerman	
	Prima Deschecha	
	Anatomy Of A Landfill	
	Other?	
	Other?	
Sinage / Sign-In		
	Directional Arrows	
	Mtg. locator Signs: foam core 2'x3' (4)	
	Name Tags: Team, Attendee	
	Sign-In Sheet	
Handouts		
	Agenda (?)	
	Anatomy of A Landfill (?)	
	EARTH DAY news insert (?)	
	FAQs (?)	
	Landfill Map / Option & Benefits (?)	
	DIC Brochure (?)	

HOST CITY LOCATION	
Coffee: Starbucks (includes)	
1 Gal Reg/ 1 Gal Decaf (approx 40)	
Cups, Napkins, Stir Sticks	
Milk / Cream	
Sugar/Sweet & Low/Equal	
Food, Beverage & Set-up	
Coffee – Starbucks (see above)	
Cookies	
Water	
• Food & Bev. Table Set-Up	
Baskets (3)	
Coffee Cups (?)	
Napkins	
Spoons/Knives/Forks	
Tablecloths (6 oblong\ 2 round)	
Water Cups	
Supplies	
• Presenter/Office	
Chart Pads	
Marker: Acetate	
Markers: chart	
Markers: Highlighters	
Name Tags	
Note Pads	
Pens/Pencils	
Pointer: Laser	
Pointer: Regular	
Post-it Notes	
Push Pins	
Scissors	
Sharpies (12)	
Tape: Blue Masking	
Tape: Duck	
Tape: Scotch	
Transport Boxes	
• Cleaning	
409	
Dish Soap	
Kleenex / TP	
Paper Towels	
Soft Scrub	
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