

1c. Equipment and supplies

An overall checklist of items that may be helpful for those planning activities.

Having the right equipment and supplies can make the difference between success and failure. Different events and activities obviously require different equipment and supplies. Some require very little, if anything.

- Banners and directional signs with fixings
- Base maps and plans of the area at different scales (1:200 and 1:400 most commonly used)
- Base model with movable parts
- Bell or whistle (to announce meetings etc)
- Blackboard and chalk
- Blackout curtains
- Blu-tack
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- Box files
- Cameras:
 - 35mm or digital with wide-angle, telephoto, flash and close-up facility
 - Polaroid (for instant prints)
- Cardboard or polystyrene (for modelmaking)
- Catering gear (cups, plates, cutlery, napkins, urn, kettle etc.)
- Chairs (stackable?) and stools
- Chalk (different colours)
- Clipboards
- Clock with alarm (for timing speakers)
- Cocktail sticks (for use with model)
- Compasses
- Computer equipment:
 - laptop
 - laser printer and toner
 - scanner if possible
 - DTP and word processing software disks
- Correction fluid
- Cutting knives, mats, metal edge and spare blades
- Desks
- Dictating and transcribing equipment
- Drawing boards or drawing tables
- Drinks facility and fridge
- Easels and pads (24"x 30")
- Erasers
- Exhibition facilities
- Extension cables
- Filing trays
- Film:
 - colour slides for presentations
 - colour or black & white prints for reports
- Film projector and screen
- Flat-bed photo-stand with colour corrected lamps (for shooting drawings and plans) and spare bulbs
- Flipcharts (with non-squeaky pens)
- Food and drink
- Hole punches
- Layout pads (grid marked with non-repro blue ink)
- Light box (for sorting slides)
- Lighting, including desk lighting
- Lock-up for valuable equipment
- Name badges (or blank sticky labels)
- Overhead or opaque projectors with transparency film and markers (handy for sketching and for presentations)
- Paper:
 - A4 & A2 sketch pads
 - A4 writing pads (lined)
 - tracing (white and yellow)
 - A5 note pads
 - flipchart pads
 - butcher paper (long strips)
- Paperclips
- Paper trimmer or guillotine
- Pencils: normal; coloured
- Pens:
 - felt-tips in bright colours and grey tones (different sizes);
 - fibre-tipped with medium and fine tips
 - ball points (black and red)
 - technical drawing
 - highlighters

- Photocopier with enlarging/reducing facility (with rapid repair service)
- Photocopier paper, toner etc
- Pin board or pin-up wall
- Pins - different colours:
drawing pins
stick pins
- Plan storage system
- Pocket notebooks (for shirt pockets)
- Pointer stick for presentations (1 metre)
- Post-its (different sizes and colours)
- Power outlets
- Pritt-sticks
- Public address system with microphones on stands and roving
- Ring binders (A4)
- Rubber bands
- Rubber cement
- Rubbish bags
- Rulers and scale rulers
- Scissors
- Screen for copying photographs
- Shelving and filing space
- Slide projectors (carousel type) with screens, blackout drapes, spare carousel trays, spare fuses, spare bulbs, extension cord, remote buttons with extra long cord and pointer torch
- Spraymount adhesive
- Staples and staple extractors
- Sticky dots (many colours)
- Tables
- Tape:
masking tape
magic tape
heavy duty tape
- Tape recorder and cassettes
- Telephones and fax machines
- Toilet paper
- T-squares, triangles and circle templates
- Velcro pads
- Video camera and cassettes
- Video play-back equipment (if relevant)
- Waste bins and garbage bags
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