

General

- ☐ Water
- ☐ Snacks
- ☐ Medication
 - ☐ Prescriptions
 - ☐ Assorted items (pain killers, eye drops, tums)
 - ☐ Small med kit
- ☐ Pens/Pencils/Markers
- ☐ Scissors
- ☐ Paper/Notebook
- ☐ Cough Drops
- ☐ SHOW CONTACT INFO
 - ☐ Show Information
 - ☐ Show point of contact email/number
 - ☐ Emergency Numbers
 - ☐ Discord
- ☐ Power bank
- ☐ Cables
 - ☐ Phone
 - ☐ Electronics

Setup General

- ☐ Table Cloth
- ☐ Table
- ☐ Chairs
- ☐ Rug/floor mats
- ☐ Sanitizer
- ☐ Painters Tape
- ☐ Duct Tape
- ☐ Back Drop
 - ☐ Backdrop stands
- ☐ Storage
- ☐ Dolly/Something to help move stuff
- ☐ Equipment locks
 - ☐ Monitor Locks
 - ☐ Laptop Locks
- ☐ Zip Ties
- ☐ Mouse pads
- ☐ Wipes
- ☐ Lights

- ☐ Other Decorations

Setup Equipment

- ☐ Computers/Laptop
- ☐ HDMI Cable
- ☐ Cord Extenders (USB)
- ☐ Monitors
- ☐ Mice
- ☐ Keyboard
- ☐ Controllers
- ☐ Speakers
 - ☐ Or Headphones
- ☐ Extension cords
- ☐ Power strips

Marketing

- ☐ Vertical banner
- ☐ Newsletter signup
 - ☐ Paper
 - ☐ Tablet
- ☐ Business Cards
- ☐ Monitor corner
- ☐ Flyer
- ☐ SWAG
 - ☐ Buttons
 - ☐ Pins
 - ☐ Posters
 - ☐ Ribbons
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Steam/Itch/Other marketplace links

Selling

- ☐ Tax documents
- ☐ Merch