

The Ultimate Facilitator Checklist

By [Leanne Hughes](#) // [First Time Facilitator Podcast: The MOST Method](#)

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Me	Office Supplies	Tech
<ul style="list-style-type: none"> <input type="checkbox"/> Business cards <input type="checkbox"/> Drink-bottle <input type="checkbox"/> Eye drops <input type="checkbox"/> Green tea bag <input type="checkbox"/> Panadol <input type="checkbox"/> Pen <input type="checkbox"/> Snacks - Fruit, muesli bars, energy food <input type="checkbox"/> Soothers <input type="checkbox"/> Tissues 	<ul style="list-style-type: none"> <input type="checkbox"/> A4 Clear protector/display sheets <input type="checkbox"/> Art of Conversation cards <input type="checkbox"/> Attendance sheet <input type="checkbox"/> Ballpoint pens <input type="checkbox"/> Blu-tac <input type="checkbox"/> Course materials / resources / workbook - (course dependent) <input type="checkbox"/> Cymbal for large groups <input type="checkbox"/> Dependable stapler and staples <input type="checkbox"/> Dot stickers - need to vote, prioritise ideas <input type="checkbox"/> Feedback sheets <input type="checkbox"/> Flipchart <input type="checkbox"/> Flipchart pens - Mr Sketch or Neuland <input type="checkbox"/> Flipchart stand <input type="checkbox"/> Mints/lollies for table / and bowls to store these <input type="checkbox"/> Post it notes <input type="checkbox"/> Print out of slide deck handouts <input type="checkbox"/> Props (ensure they add value) <input type="checkbox"/> Scissors <input type="checkbox"/> Sticky tape <input type="checkbox"/> Tennis balls x 3 <input type="checkbox"/> Tent cards / name badges <input type="checkbox"/> Whiteboard markers and duster 	<ul style="list-style-type: none"> <input type="checkbox"/> Any resources like videos or presentations or handouts, also saved onto the USB <input type="checkbox"/> Batteries for clicker <input type="checkbox"/> Clicker <input type="checkbox"/> Computer cables with multiple inputs for HDMI, VGA, and USB all in one <input type="checkbox"/> Laptop <input type="checkbox"/> Laptop charger <input type="checkbox"/> Own speakers - Bluetooth/AUX <input type="checkbox"/> Phone charger <input type="checkbox"/> Presentation - on your laptop, or saved onto a USB <input type="checkbox"/> Your phone (find the First Time Facilitator playlist on Spotify)