

# Event Survival Kit



As an event manager, you need to be prepared for almost any eventuality. Based on many years of experience and lessons learned the hard way, here is a checklist of items to consider for your next exhibition, conference or other event.

## Stationery

- Hole punch
- Scissors
- Ream of paper
- Ruler
- Liquid eraser
- Stapler/staple remover
- Sticky tape
- Glue stick
- Pen holder
- Pens and pencils

## Cleaning

- Bin liners / bin bags
- Electronic cleaner wipes (anti-static)
- Multipurpose cleaner wipes or spray
- Roll of paper towels

## Repairs

- Multitool
- Extra screws, nuts and bolts
- Artist spray mount
- WD40
- Super Glue
- Manicure kit
- Small toolkit for computers
- Small sewing kit
- Multi-head screw driver
- Cable ties

## First Aid

- Extra plasters in various sizes
- Eye drops
- Paracetamol & Ibuprofen
- Pens/Markers
- Antacid
- Hand sanitizer

## Unpacking, Packing & Shipping

- Craft knife/ box cutter
- Parcel tape
- Sticky note pads
- Clipboard
- Measuring tape

## Random

- Spare keys to your stand
- Zip top bags (in a few sizes)
- Travel wash
- Extra shirt or two in a few sizes
- Generic company business cards
- Tissues

## Technology

- Phone charger
- Surge protector (bring a few)
- Power lead (max 2m long / 4 ways)
- Computer/network cables
- International power adapter
- Extra batteries