

# MASTER THE▶EVENT

## EVENT PLANNING EMERGENCY TOOLKIT

Event planners attempt to do everything in their power to ensure an event and all that means goes as planned. In the role of trouble-shooter an event planner's purpose is to find and solve the problem before it even happens. And a multi-purpose event planning emergency kit is the key to making that happen.

- Extension cord, power strip
- Mixed use phone charger
- Assorted tape (scotch, masking, duct, electrical, clear, Velcro)
- First aid kit
- Assorted batteries
- Post-It, note pads
- Gum, mints
- Sewing kit, spot remover
- USB Stick
- Scissors
- Cable ties, elastic bands
- Camera
- Corkscrew, bottle opener
- Hand wipes
- Pins (safety, straight, bobby)
- Measuring tape
- Clear polish, eye drops
- Razor
- Pens, pencils, markers, highlighter
- Bug spray
- Swiss army or pocket knife
- Mixed use cleaner
- Pain killers, antacid
- Sunscreen
- Hammer, box and wire cutters, pliers
- Nails, screws
- Ziploc and garbage bags
- Mirror
- Tissues
- Flashlight
- Lint brush, static cling spray
- Lighter, matches
- Stapler, paper clips
- Dental floss, tooth picks
- Hand lotion, baby powder, eye drops, chap stick
- Paper towels
- Granola bars
- Back-up emergency numbers
- Electrical plug adapter
- Spare name badge supplies
- Local cash, map, info