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