

Day-Of Checklist

Preparing for your placemaking event or launch day can be very hectic. We suggest always having a written checklist to ensure no supplies are left behind. See the DCPD Day-Of Checklist for today's event below, as an example.

Registration and Check-In

- Folders
 - Agendas
 - Speaker Biographies
 - Attendee List
 - DCPD What We Do Sheet
 - Where to find our publications
 - Notebook and Pen
- Sign-In Sheets (2 Copies)
- Registrants List
- Name Tags
- Cashbox/ Envelope
- DCPD Tablecloths
- Welcome Poster
- Easels
- DCPD What We Do Poster

Food and Refreshments

- Box in the Kitchen
 - Napkins
 - Cups
 - Plates
 - Cutlery
 - Lysol Wipes
 - Container for Bagels
 - Knives to Cut Bagels
- Food
 - Coffee
 - Bagels
 - Spreads & Jellies

- Tea
- Tea Kettle
- Water Bottles
- Juice

Wayfinding

- Yard Signs (6)
- Bathrooms Signs
- In Building Directions

Presentation Materials

- Screen
- Projector
- HDMI Cord
- Laptop
- Camera
- Memory Card
- Meeting Box
- Extension Cord
- Clicker for Presentation
- USB with Presentations

Other Materials

- DCPD Materials
 - Central Places
 - Activity Corridors
 - Planners Portfolios
 - Vision Plans
 - Wifi Access Information
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