* Name Tags
* Approx. 50 blank name tags (depending on the size of the event)
* Paper copy registration list (extra copies)
* Registration fee collection tool (cashbox, USNH approved credit card device)
* Laptop for presentation
* Table Cloth for registration table (with UNH logo preferable)
* Event signage and easels (if applicable)
* Items for guests (common items include UNH stickers, UNH pens, etc.)
* General supplies:
  + Batteries for devices used at events
  + Extension cord
  + First aid kit
  + Highlighters
  + Label maker for name tags (walk-ins)
  + Mints
  + Notepads
  + Pens/pencils
  + Phone charger
  + Pushpins/tacks
  + Safety pins
  + Scissors
  + Sharpies
  + Sun screen
  + Surge protector
  + Tape
  + Tape measure
  + Tissues
  + USB stick (for presentations or documents)
  + Zip ties