* 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