

Make Money from Climate Change

Workshop Checklist

IT

- Laptop with pre-loaded copy of workshop slides
- Power cable
- Multi-socket
- Extension cable
- Projector
- Speakers
- Memory stick with copy of slides
- Mobile phone

Paperwork

- Copy of own notes for introduction
- 40 x feedback forms
- 40 x delegate worksheets
- Stack of printed flyers (for delegates to help advertise future events)
- Spare pens for delegates to complete feedback forms
- Printout (colour) of MC notes
- Copy of workshop venue address

Information

- Telephone numbers of all core team and speakers
- Name of local venue contact and phone number

Misc

- Pop-up stand for FSB/own company/other as appropriate