

Equipment and Supplies Checklist

Equipment		Location	How to Obtain It
<input type="checkbox"/>	Fax machine (pre-programmed for broadcast fax releases to media and partners)		
<input type="checkbox"/>	Computers (on LAN with e-mail listservs designated for partners and media)		
<input type="checkbox"/>	Laptop computers		
<input type="checkbox"/>	Printers for every computer		
<input type="checkbox"/>	Copier (and backup)		
<input type="checkbox"/>	Several tables		
<input type="checkbox"/>	Cell phones/pagers/personal data devices and e-mail readers		
<input type="checkbox"/>	Visible calendars, flow charts, bulletin boards, easels		
<input type="checkbox"/>	Designated personal message board		
<input type="checkbox"/>	Small refrigerator		
<input type="checkbox"/>	Paper		
<input type="checkbox"/>	Color copier		
<input type="checkbox"/>	A/V equipment		
<input type="checkbox"/>	Portable microphones		
<input type="checkbox"/>	Podium		
<input type="checkbox"/>	TVs with cable hookup		
<input type="checkbox"/>	VHS VCR		
<input type="checkbox"/>	CD-ROM		
<input type="checkbox"/>	Paper shredder		

Supplies		Location	How to Obtain It
<input type="checkbox"/>	Copier toner		
<input type="checkbox"/>	Printer ink		
<input type="checkbox"/>	Paper		
<input type="checkbox"/>	Pens		
<input type="checkbox"/>	Markers		
<input type="checkbox"/>	Highlighters		
<input type="checkbox"/>	Erasable markers		
<input type="checkbox"/>	FedEx and mail supplies		
<input type="checkbox"/>	Sticky notes		
<input type="checkbox"/>	Tape		
<input type="checkbox"/>	Notebooks		
<input type="checkbox"/>	Poster board		
<input type="checkbox"/>	Standard press kit folders		
<input type="checkbox"/>	Organized B-roll beta format (keep VHS copies around for meetings)		
<input type="checkbox"/>	Formatted computer disks		
<input type="checkbox"/>	Color-coded everything (folders, inks, etc.)		
<input type="checkbox"/>	Baskets (to contain items not ready to be thrown away)		
<input type="checkbox"/>	Organizers to support your clearance and release system		
<input type="checkbox"/>	Expandable folders (indexed by alphabet or days of the month)		
<input type="checkbox"/>	Staplers (several)		
<input type="checkbox"/>	Paper punch		
<input type="checkbox"/>	Three-ring binders		
<input type="checkbox"/>	Organization's press kit or its logo on a sticker		

Supplies		Location	How to Obtain It
<input type="checkbox"/>	Colored copier paper (for door-to-door fliers)		
<input type="checkbox"/>	Paper clips (all sizes)		
<input type="checkbox"/>	Personal "go kit": <ul style="list-style-type: none"> • sweater/sweatshirt • rain gear • ball cap • comfortable shoes • socks • underwear • gloves (cold climates) • toothpaste/toothbrush, floss • mouthwash • deodorant • brush/comb • snacks (nutrition bars) • bottled water • other personal toiletries as needed 		