THATCamp Checklist

General

☐ Someone to post signs
☐ Signs directing people to parking, to buildings, to rooms
☐ Signs with wi-fi login information
☐ Someone to run the check-in / registration table
☐ Table and chairs for check-in
☐ Name badges
☐ Swag (t-shirts or other)
☐ Brochures / stickers / information

Technology

☐ Someone on call for tech support
☐ Power strips
☐ Extension cords
☐ Digital projectors
☐ Screens for the projectors
☐ User accounts and passwords for computers, website, or wi-fi
☐ Dongles

Scheduling

☐ Someone to make introductory remarks and run the scheduling session
☐ Someone to fill in the schedule and publish it to the website
☐ A blank schedule on the website with time slots and rooms
☐ Printouts of session proposals
☐ Tape for taping up session proposals
☐ Stickers to give to participants for voting on printouts session proposals
☐ OPTIONAL DEPENDING ON METHOD: whiteboard, large easel paper, dry erase markers, regular markers, post-its, other supplies

-- end --