**Facilitator Materials Kit**

**Facilitation Materials**

As you plan for your meeting, make sure you are very clear with the client what they are expected to provide and what you will provide. We have two templates:

* one where the client provides the main materials (used in travel clients) and
* one where we provide the materials.

IT’S UP TO YOU TO ENSURE THE RIGHT MATERIALS ARE AT YOUR MEETING!

**Client to Provide/You to Bring**

Below is the list of basic materials. If you are asking the client to provide these materials, make sure you are very clear with them. These are my personal preferences, so change them to yours as needed! I travel with an extra suitcase that carries most of these.

* 3 x 5 cards
  + Lined, unlined and colored
* Business cards
* Copies of any handouts
* Copies of the agenda
* Dots for voting
* Easels (I prefer metal easels, collapsible). Need to have 3
* Extension cords
* Extra writing paper
* Laptop
* Large butcher paper roll or sticky plastic precut to size
* Large flip charts to hang on easels with sticky back (Post It Brand, 2 x 3)
* Markers (both flip chart and white board) chisel tip
* Markers for you (I use the Mr. Sketch markers)
* Name tents for participants (not name tags, the table tents) - I prefer reusable name tents
* Painter’s tape (to hang flip charts)
* Pens to write – I take SBrand pens for everyone
* Phone
* Power plugs
* Push pins (just in case)
* Scissors
* Specific connector to adapt your computer to their projector
* Sticky notes/post it notes (different colors, large and small)
* Thumb drive for back up presentations
* Timer – a loud, separate timer with a beeper is best
* Tissue (Kleenex)

**Extra Materials to Bring**

Be prepared for just about anything to happen! Most facilitators have humorous (now, but not when it happened) stories about weird or awkward situations that could have been avoided with good preparation.

**The following is a list of the additional things I have found to be useful:**

* Toys, stuffed animals
* Games (puzzles, handouts, instructions if needed, supplies)
* SBrand pens
* Candy/gum
* Cords for every possible situation (for your computer, for any type of hookup)
* Playing cards
* Engagement conversation cards
* Prizes/gifts – free swag, coffee cards, etc.
* Music – I bring a portable Bose speaker and my I-pod if I have space
* SBrand letterhead
* SBrand envelopes