



IN CASE OF EMERGENCY CHECKLIST

FROM MBD MARKETING & EVENTS

Even the best plans can fall short and the most experienced event planners can be stymied by unforeseen circumstances. Having an emergency checklist and the right supplies on hand can allow you to handle anything that comes your way.

Things that move but weren't supposed to:

Duct tape fixes everything, right? That's almost true! Having a variety of tape, depending on the situation, is essential. Clear tape, gaffer tape, clothing tape, removable adhesive strips and double sided tape are important tools for fixing things that should be immobile. Sewing kits, safety pins, zip ties, locks and other theft-prevention measures fall into this category as well.

Things that don't move but were supposed to:

Now it's time to introduce duct tape's other half - WD40! A lubricating spray can be helpful for loud doors, removing sticky things and more. Scissors and wire snips are essential tools as well. An extra cake knife / serving utensils may also be helpful.

Climate control:

Is the event outside? If so, bug spray and sunscreen are a must. Anti-itch cream and antihistamines for those bites that inevitably happen can also save the day. An ice cold airconditioned event hall? Toe warmers under the table cloth may be needed.

Look your best:

In the case of a wedding, photo shoot or keynote speaker, appearance matters. Stain stick, oil absorbing sheets, static guard and a lint roller are important tools to make sure that your clients (and you!) be camera ready.

Power it up:

Extension cords, power strips, batteries, extra charging cables - we've all seen the situation where the cord just isn't long enough. Having additional supplies to provide power will never do you wrong. Additionally, think about what you would need if the power goes out completely - flashlights, lighters and candles.

continued

Mobile office:

Permanent markers, pens, highlighters, extra paper, paper clips and binder clips, rubber bands, etc. If you're planning an event with registration or that will take payment, throw in extra money envelopes and receipt paper as well. Extra name tags and acrylic sign holders are also life savers.

Safety and wellness:

A couple of snacks (remember food allergies) and bottles of water are critical when there's no time for lunch. Basic first aid supplies and pain relief will also keep you and your guests going. Cotton swabs and tweezers have a variety of purposes, and a basic tool kit to hammer in a wayward nail or bend a protruding wire will serve you well. Rubber gloves and trash bags can also help contain messes safely.

Example packing list:

- Duct tape
- Clear tape
- Gaffer tape - black and white
- Double sided tape
- Clothing tape
- Removable adhesive strips
- Zip ties (variety of sizes)
- Safety pins
- Floral / pearl-headed pins
- Sewing kit
- Security cables / locks
- Lubricating spray
- Scissors
- Wire cutters / snips
- Cake knife / extra serving utensils
- Lint roller
- Static guard spray
- Oil absorbing sheets
- Stain stick
- Bug spray
- Sunscreen
- Anti-itch cream
- Antihistamines
- First aid kit
- Pain relievers
- Cotton swabs
- Cotton swabs
- Tweezers
- Hand / toe warmers
- Extension cords
- Power strip
- Batteries
- Phone charger
- Lighter
- Candles
- Flashlight
- Tool kit
- Permanent markers
- Pens
- Highlighters
- Paper clips / binder clips
- Money envelopes
- Name tags
- Acrylic sign holders
- Paper / sticky notes
- Rubber bands
- Stapler
- Folders / clipboards
- Snacks
- Water
- Rubber gloves
- Trash bags



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