

Chapter 5 - Appendix B

Workshop Equipment Checklist

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√	Item	Number Required
<input type="checkbox"/>	Computers loaded with PAWSA software (laptops preferred)	3
<input type="checkbox"/>	LCD projector for PowerPoint™ presentations	1
<input type="checkbox"/>	Printer (compatible with computers)	1
<input type="checkbox"/>	Spare printer cartridges	1 of each color
<input type="checkbox"/>	20-foot (6-meter) heavy duty extension cords	2
<input type="checkbox"/>	Multi-outlet surge protectors	2
<input type="checkbox"/>	File storage medium (e.g., USB flash stick, CDs, etc.)	1 pkg.
<input type="checkbox"/>	Mounted large-scale chart of waterway area, or ECS with waterway charts.	1
<input type="checkbox"/>	Adhesive colored labels (Brown / Yellow / Green / Blue / Red) (Avery #05463)	1 full page/color
<input type="checkbox"/>	Prepared <i>Books 1 – 4</i> (i.e., header / footer revised as needed and team numbers (1 – 15) on each set of books to be used by participant teams)	15 copies for participant <u>teams</u> plus 1 copy for each observer
<input type="checkbox"/>	Folder labels (Avery #5264)	1 pkg. (>50)
<input type="checkbox"/>	Assembled participant folders (includes 8 or 9 inserts)	1 for each participant <u>and</u> observer
<input type="checkbox"/>	Notetaking pads	1 for each participant
<input type="checkbox"/>	Pencils (with erasers!)	1 for each participant
<input type="checkbox"/>	Large tent cards (Avery #5309)	1 pkg. (>50)
<input type="checkbox"/>	Clip Style Name Badges (2¼ x 3½ inches, 5¾ x 9 centimeters) (Avery #74556) <i>NOTE: Use Avery #5390 Insert Refills as needed.</i>	1 pkg. (>50)
<input type="checkbox"/>	Ream of white paper (8½ x 11 inches - 20 lb., 21½ x 28 centimeters)	1 pkg.
<input type="checkbox"/>	Orange highlighter (for marking <i>Books 3 and 4</i>)	2
<input type="checkbox"/>	Push pins (for joining multiple sections of waterway chart)	1 pkg.
<input type="checkbox"/>	Rubber bands (for gathering completed books)	1 pkg.
<input type="checkbox"/>	Stapler / staples (for binding Attendee Contact List and Workshop Critiques, etc.)	1
<input type="checkbox"/>	Duct tape (for securing electrical cords and other tripping hazards, etc.)	1 roll

