**Event-in-a-Box**

**Minimal List**

**Physical Content List Option #1:**

* Standard giveaways
* Apache BarCamp banner
* Apache table skirt
* Apache backdrop
* Name badges

**Physical Content List Option #2:**

* Standard giveaways
* Apache BarCamp banner
* Apache table skirt
* Apache backdrop
* Pens
* Thick felt pens of varying colors
* Blue Tack
* Masking tape
* A2 or larger sheets (for schedule grid) Not needed for a non-BarCamp
* Blank A4 paper (for schedule grid) Not needed for a non-BarCamp
* Post-Its of various sizes
* Name badges
* Registration sheets – In box or have coordinator bring to the event???
* Rubbish bags
* Power strips …..how many and what kind (6packs)???? Depending on location, buy locally
* Extension cords….how many and what length???? Depending on location, buy locally
* Highlighters
* Pack of various display port adapters
* Travel converters

**Event-in-a-Box**

**Maximum List**

**Physical Content List:**

* Standard giveaways
* Apache BarCamp Banner
* Apache table skirt
* Apache backdrop
* Pens
* Thick felt pens of varying colors
* Blue Tack
* Masking tape
* A2 or larger sheets (for schedule grid)
* Blank A4 paper (for schedule grid)
* Post-Its of various sizes
* Name badges
* Registration sheets – In box or have coordinator bring to the event?
* Rubbish bags
* Power strips …..how many and what kind (6packs)???? Depending on location, buy locally
* Extension cords….how many and what length???? Depending on location, buy locally
* Highlighters
* Pack of various display port adapters
* Travel converters
* Emergencykit
	+ wifi routers for local networking
* Actual hardware such as cameras, high end microphones (satellite microphones would be good), or going hog wild, advanced TP devices.
	+ Software as appropriate for helping with this (streaming / group chats etc.)
	+ Perhaps get account(s) with service providers such as YouTube event streaming (closed beta I think?), WebEx, Cisco/Tandberg TP or Citrix.