



Don't end up pissed, Here is your event checklist.

- o Rolling cart (get one if you don't have one)
- o Extension cords, power bar
- o Laptop & power cords
- o Printer, and Back up printer
- o Spare cables = printer, power & USB cord
- o Extra media
- o Printer drivers on a USB or stored on laptop
- o Camera, lenses & spares
- o USB HUB (powered)
- o Props and/or Digital props
- o Table (if required to bring)
- o Wireless keyboard
- o Continuous lights (also backups)
- o Flash & adapters (also backups)
- o Backdrop and stand
- o Photo booth signage
- o IPad & sharing stand
- o Custom orders (props, backdrops)
- o Scissors, glue, pens & markers
- o Door Stop, bungies & clamps
- o Spare light bulbs
- o Business cards
- o Spare memory cards
- o POS system to collect any payments
- o Multi tool, zip ties & tweezers
- o Gaff tape, clear Tape
- o UBS - (back up power supply)
- o Generator / Portable power
- o Parking details
- o Hot spot
- o Tent or umbrellas
- o Set design / Custom backdrop
- o Any special rentals
- o Red carpet and/or stanchions
- o Memory book and any extra pages
- o Custom media or special requested

We hope this list helps you out.

Nicole