

# THATCamp Checklist

## General

- Someone to post signs
- Signs directing people to parking, to buildings, to rooms
- Signs with wi-fi login information
- Someone to run the check-in / registration table
- Table and chairs for check-in
- Name badges
- Swag (t-shirts or other)
- Brochures / stickers / information

## Technology

- Someone on call for tech support
- Power strips
- Extension cords
- Digital projectors
- Screens for the projectors
- User accounts and passwords for computers, website, or wi-fi
- Dongles

## Scheduling

- Someone to make introductory remarks and run the scheduling session
- Someone to fill in the schedule and publish it to the website
- A blank schedule on the website with time slots and rooms
- Printouts of session proposals
- Tape for taping up session proposals
- Stickers to give to participants for voting on printouts session proposals
- OPTIONAL DEPENDING ON METHOD: whiteboard, large easel paper, dry erase markers, regular markers, post-its, other supplies