### Participation Workshop Resource Checklist

* **Drinks:** variety of hot and cold drinks andsugar, sweeteners, milk etc
* **Food:** snacks and/or lunch/dinner
* **Utensils:** plates, cups, serviettes, cutlery
* **Box of chocolates/sweets for ending game/thank you**
* **Chunky Pens:** Sharpies, flipchart pens, whiteboard markers
* **Writing pens and pencils**
* **Post-it notes:** Variety of colours, shapes, sizes
* **Temporary wall adhesive**: blue tac, white tac or masking tape
* **Blank stickers for name badges**
* **Stickers for ranking/voting exercises:** coloured dots or numbered stickers
* **Flip chart paper**: consider if access to flip chart stand is needed?
* **Tech for presentations:** laptop, projector, speaker, cables
* **Watch or a clock** to keep time
* **Games resources**
* **Spare project paperwork**: information sheets, consent forms
* **Petty cash**
* **Thank you cards**
* **Vouchers or other form or remuneration**
* **Follow up information sheet**
* What else? ……………………………………………….
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