

Attachment C

Sample List of Equipment and Supplies

Equipment, Electrical Resources and Displays

- Public Address system**
 - Speaker's microphone fixed or hand-held
 - Audience's microphone(s)
 - Speakers and amplifiers
- Podium
- Video system**
 - Projector (check light)
 - Screen
 - Laptop computer**
 - Cables
 - Standard mouse or wireless
- Cable(s)
- Video camera Digital camera
- Computer table with chair
- Back-up equipment
- Department floor displays
- Banners

Supplies

- Tape Scissors Clips
- Pens Highlighters
- Paper pads for notes
- Stapler and remover
- Business card collection box or basket
- Event evaluation forms
- Event evaluation collection box
- String or rope

Miscellaneous

- Registration signage Instructions to CAL-Card holders and Volunteers
- Registration lists Agenda
- Registration alpha signs Bid sheets
- Blank name badges Tally sheets
- Table signs Parking signs
- Other _____

At the Registration Table

- Registration lists
- Registration signage
- Blank name badges
- Enlarged floor map
- Evacuation plan
- Laptop and accessories (cables, standard or wireless mouse, USB)
- Printer
- Calculator
- Programs/Agenda
- Name tag maker
- Brochures** (if DPAC, DGS or SBDC not available)
 - Selling Goods and Services*
 - How to Do Business with California State Government*
 - Your Training Highway to Winning Caltrans Contracts*
- Business cards
- Other _____

At the Buyers' Stations

- Bid sheets
- Pens
- Business cards
- Calculator