

Special Events Toolbox

Batteries
Bottle opener
Broom
Bungee Cords
Can opener
Cork screw
Dish soap
Dish towels
Dishwasher soap
Duct Tape
Dustpan
Empty envelopes (different sizes)
Event insurance certificate
Extension cords
Fire/extinguishers
First aid kit
Flashlight
Garbage bags
Glue sticks
Hammer
Hand sanitizer
Hand soap
Hole punch
List of Medical Personnel in Attendance
Masking Tape
Mop
Nails
Needle
Needle-nose pliers
Packaging Tape
Paper clips
Paper towels
Phone Directory (multiple copies)
Pinking Shears
Pliers
Plunger
Post-it notes
Ribbon
Rope
Rubber Mallet
Scissors
Scotch Tape
Screw drivers (flat-head, Phillips)
Sharpies
Signs
Site plan (multiple copies)
Staple Gun
Staple-pull
Stapler
Staples
String
Tape Measure
Thread
Thumb Tacks
Toilet paper
Tools
Volunteer Assignment list (multiple copies)
Windex
Work gloves
Wrench
Yarn
Zip Ties

Your special events toolbox is a collection of the tools that can be life-savers (okay, maybe not literally) if you are a special event planner. They'll keep your special event problems from escalating from small headache to major problem. They'll also make challenges that arise the day of the event while setting up, during the event, and cleaning up, easier to remedy without sending someone out to pick something up. You will never be sorry if you have these items with you.

