

CONFERENCE PACKING CHECKLIST

BUSINESS ITEMS

- ❑ Business cards
- ❑ Promotional materials (like postcards or media/press kit)
- ❑ Sample of your work
- ❑ Small notebook and pens
- ❑ Folder or bag for business cards and handouts
- ❑ Portable crafts like knitting
- ❑ Computer (and charger) with back up flash drive of important info
- ❑ Printed copy of the schedule, maps etc...

PERSONAL ITEMS

- ❑ Water bottle
- ❑ Emergency cash and credit card
- ❑ Electronics: phone, portable battery pack, iPod, headphones and charger, iPad/tablet and extension cord
- ❑ Camera
- ❑ Snacks
- ❑ Mints/gum
- ❑ Medication: vitamins, prescription pills, immune boosters like Wellness Formula or Airborne, pain reliever, Band-aids, antibiotic ointment, Benadryl etc...
- ❑ Weather appropriate items: umbrella, sunglasses, sunscreen, etc...
- ❑ Travel itinerary and tickets
- ❑ A few large and small Ziplock bags
- ❑ Personal care items: dental care items (disposable toothbrushes for after-meal brushing), shampoo/hair care products, soap, lotion, back up glasses/contact lenses etc...

CLOTHING

- ❑ Shoes: one nice pair of shoes, comfortable shoes, tennis shoes, flip-flops
- ❑ Weather appropriate items: a raincoat, bathing suit, etc...
- ❑ Exercise clothing and accessories: a yoga mat, beach towel etc...
- ❑ Accessories: large scarf that can double as a blanket or cover up, statement jewelry and accessories, over-the-shoulder bag
- ❑ One or two nice outfits for parties and dinner out
- ❑ Loungewear and pajamas
- ❑ Clothing that you feel comfortable in, love, is versatile and can easily go from day to night (nice jeans are a must)
- ❑ Light sweater or jacket
- ❑ Extra socks and undergarments



in
my
suitcase

