



The Events Team Tool Box:

One of the key characteristics of the events team is to be prepared. The events team tool box can be big plastic containers that you take with you wherever you go, or a cupboard, store room or office near the church auditorium. This resource outlines the items kept within the tool box.

THE EVENTS TEAM TOOL BOX

‘Anything can happen and it probably will...’

One of the key characteristics of the Events Team is to **be prepared**. Often times, we need to be prepared for the **little things** (the speaker wanting a drink of water, asking for a pen, etc). The best way to be prepared for that is to be **ready at all times!**

We find that having a cupboard near the auditorium works for us as it is in very close proximity to everything and ensures we are stocked up on all the little things we randomly get asked for. If you don't have a cupboard, store room, or office to use for this purpose, it would be worth investing in some big plastic containers that you can take everywhere with you too.

1. BASICS!

- o Pens (blue, black and red – in case they have a preference!)
- o Highlighters
- o Post-it Notes
- o White Out
- o Whiteboard & Whiteboard Markers
- o Sticky Tape
- o Blu-tac
- o Gaff Tape
- o Wrapping Paper / Cellophane paper
- o Ribbon
- o Scissors
- o Hand towels (for the speaker)
- o Mints (for the speaker)
- o Bottles of water (for the speaker)

2. CLEANING PRODUCTS!

For those unexpected moments when someone spills coffee, breaks glass, smudges a window... these items will help you quickly fix and clean these issues!

- o Spray & Wipe (or any type of surface cleaner)
- o Chux Wipes
- o Tea towels
- o Garbage Bags
- o Rubber gloves
- o Air freshener

3. OTHER LIFESAVERS!

These things will seldom be requested, but when they are, you'll need it fast, so better to be prepared and make sure this box is stocked up at all times.

- o First Aid Kit
- o Band aids
- o Tampons
- o Eye drops
- o Pain killers
- o Cable Ties
- o Deodorant
- o Umbrellas & Ponchos
- o Baby Oil (in case a pastor wants to anoint someone)

Obviously, you may have different needs and requests to what we have, so feel free to keep adding to this checklist!