

**ZONE 33  
 ROTARY LEADERSHIP INSTITUTE  
 ON-SITE MATERIALS CHECKLIST**



**Classroom Supplies**

- Easels – one per classroom
- Flip Chart Pads – one per classroom
- Dry Erase Markers – one set per classroom
- Dry Erasers – one per classroom
- Dry Erase Cleaner – one per classroom
- Markers – At least one per classroom plus a couple for registration name cards
- Ballpoint pens – at least one per student (for note taking and evaluations)
- Post-it Notes for Exercises

**Registration Supplies**

- Blank card stock for name cards (for walk-ins)
- Name badge holders
- Name badge blanks (for walk-ins)
- Extra Student Notebooks – for walk-ins and for faculty (even with the shipped oversupply, we have run out in the past due to the number of walk-ins)
- Registration lists
- RLI Flyers and Schedules (at least one per registrant and faculty/staff to bring back to their clubs)
- Blank Evaluation Sheets

**Facility Supplies**

- Signs – outside directional, inside directional, registration, and classroom
- Stakes for outdoor signs
- Stapler & staples (to fasten signs to stakes)
- Hammer (for stakes)
- Tape (for indoor signs)
- Camera
- Trays for collection of name badges and evaluations