



School Visit Supplies Checklist

The following is a list of items I recommend you bring to every school visit. You can also use this as a checklist to make sure you've packed everything:

- ☐ Your presentation in several formats – such as on a laptop as well as a thumb drive, and in pdf form as well as in PowerPoint or Keynote
- ☐ A “dongle” adapter and/or VGA cable to connect your laptop to a projector
- ☐ Extension cord
- ☐ Power strip
- ☐ 3-Prong plug adapter (older buildings still have 2-prong outlets)
- ☐ Change of clothing (including shoes)
- ☐ Extra copies of your books
- ☐ Bottled water
- ☐ Snacks
- ☐ Giveaway items – bookmarks or other items related to your book or to reading/writing
- ☐ Objects or items needed for activities, or for Plan B (if tech fails)
- ☐ Evaluation forms
- ☐ Favorite pen(s) for signing books
- ☐ Extra batteries for all devices
- ☐ Cough drops/throat lozenges
- ☐ Hand sanitizer

You might also consider investing the following:

- ☐ A small portable projector
- ☐ A set of portable speakers
- ☐ A headset microphone and speaker/voice amplifier
- ☐ Portable projection screen (or you can use a blank wall)
- ☐ Remote or laser pointers