

	Items for Elmsgrove	Beaumont Hotel	Willoughby or trainer	To be discussed	Not required
1	Agenda/Timetable				
2	Ballpoint pens <sup>1</sup>				
3	Boardmarkers (erasable <sup>2</sup> )				
4	Bottle openers				
5	Cloth				
6	Conference folder				
7	Crockery <sup>3</sup> and cutlery <sup>4</sup>				
8	Drinks coolers <sup>5</sup>				
9	Evaluation sheet <sup>6</sup>				
10	Laser pointer <sup>7</sup>				
11	Extension cable <sup>8</sup>				
12	Facilitator's toolbox <sup>9</sup>				
13	Flipchart				
14	Highlighters				
15	Hotel brochure				
16	Leeds tourist brochure				
17	List of participants				
18	Name tags <sup>10</sup>				
19	Pencils				
20	Pin boards <sup>11</sup>				
21	Programme				
22	Waste bins <sup>12</sup>				
23	Whiteboard				
24	Willoughby image brochures				
25	Wiper <sup>13</sup>				
26	Writing pads				