

iSpeak's Workshop Checklist

	Sign-in Sheet & Evaluations
	Workbooks
	Printed Exercises / Handouts
	PowerPoint Presentation
	Pens & Highlighters
	Post-it Notes & Index Cards
	DVDs
	AV Projector
	Extension Cord & Power strip
	Audio Recorder
	Video Camera
	External Speakers
	Clicker
	Music on PC
	Flip Chart & Pens
	Instructor Business Cards
	Candy
	iSpeak Cans
	Extra Batteries
	'A' Game