**Continuous Improvement Event Kit Inventory**

**Markers/Pens:**

* Flip chart markers (9 – 4 black, 2 blue, 1 each of brown, purple, orange, red, green)
* Large dry erase markers (12, one each of black, red, blue, green, pink, orange, maroon, purple, brown, hot pink, neon green and light blue)
* Small dry erase markers (10 – 2 of each color: black, green, purple, red and blue)
* Small black sharpies (6)
* 12 bic pens

**Post its:**

* Small post its (5, various colors)
* Medium post its (8, various colors)
* Large post its (6x8) (8, 2 each of orange, pink, green and yellow)

**Charting paper:**

* White large post its
* White board paper

**Misc:**

* Pain point flags (3)
* Scissors (1 pair)
* Masking tape (1 roll)
* Extra name badges (6)
* Candy
* Scratch paper

**Event specific items:**

* Project charter
* Agenda for session
* Sign-in sheet
* Introduction presentation talking points/notes
* Introduction training on thumb drive
* Completed Event Planning Worksheet