

# Kansas City: Materials Checklists

## YOUTH ENGAGEMENT MATERIALS CHECKLIST

### Signs or print out:

- ✓ Agenda
- ✓ Ground Rules
- ✓ Table #s
- ✓ Scripts
- ✓ Table Facilitator Guide
- ✓ Surveys/evaluations

### Table:

- ✓ Check-in/sign-in sheet
- ✓ Survey collection boxes

### Give away:

- ✓ Gift Cards
- ✓ Gavel Pencils
- ✓ Candy
- ✓ Sonic Coupons

## ADULT ENGAGEMENTS MATERIALS CHECKLIST

- ✓ Signage
- ✓ Agenda
- ✓ Ground Rules
- ✓ Table #s
- ✓ Resources
- ✓ Facilitator guide
- ✓ Notetaker instructions
- ✓ Evaluations/surveys