**Event Planning in MNsure Outreach**

Sample Materials Checklist

| **Acquired** | **Qty.** | **Item** |
| --- | --- | --- |
|  |  | Sign-in/intake forms |
|  |  | Clipboards |
|  |  | Pens |
|  |  | Markers |
|  |  | Name Tags |
|  |  | Signs to welcome, provide directions |
|  |  | Event and organization name signs |
|  |  | Tape |
|  |  | Scissors |
|  |  | Organization talking points |
|  |  | Event agenda, including staff roles and contact information |
|  |  | Water |
|  |  | Wi-Fi hotspot and login information |
|  |  | Paper enrollment application forms |
|  |  | Laptop for enrollment |
|  |  | Consumer sign-up sheets |