



EQUIPMENT, MATERIALS, AND SUPPLIES CHECKLIST

- ☐ Laptop computer with Wi-Fi connection capability
- ☐ Laptop connectors cords
- ☐ Laptop projector (optional if employer has projection capability)
- ☐ Laptop printer
- ☐ Laptop printer connector cords
- ☐ SME Guidance Manuals
- ☐ Draft Task List
- ☐ Skill Rating Sheets
- ☐ SME Characteristics Forms
- ☐ Skill Level Determination Forms
- ☐ Spare printer cartridges
- ☐ Printer paper
- ☐ Extension/power cord with multiple plug-ins
- ☐ Skill Description binders for each SME
- ☐ Extra pens
- ☐ Highlighters
- ☐ Stapler and extra staples
- ☐ Name tents
- ☐ Paper clips
- ☐ Extra folders
- ☐ Access to copy machine
- ☐ Refreshments