

TOOLKIT ESSENTIALS

10 ITEMS EVERY PRODUCER NEEDS ON SITE

If you're an event producer, you need to be ready for anything – and having a toolkit of must-have items helps you be prepared. According to the E.L. Productions Ltd. team, this is what belongs in your toolkit:

- A digital or printed "binder" containing schedules, agendas, room layouts and everything you need to provide answers quickly
- A walkie-talkie and headset
- Six different pens (two red, four blue)
- Show black clothing
- Hand sanitizer
- Mints
- Acetaminophen and Ibuprofen
- USB-C and lightning charging cables – plus a power bank
- Key office supplies (including a stapler, sticky-notes and spike tape)
- At least two pairs of shoes