

Conference & Corporate **Event Essentials**

The Complete Conference Supplies **Checklist**

A category-by-category planning guide to registration, security, signage and technology. Built for organizers of corporate conferences, trade shows and association events.

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Who This is For

Corporate Planners

Internal meetings, summits & executive conferences.

Expo & Tradeshow Organizers

Exhibitor-heavy events with high foot traffic.

Association & Member Events

Multi-day conventions with member credentials.

Before You Start: Factors to Consider

No two events are exactly the same, so plan to tweak this checklist to fit your needs. As you shop, keep these four factors in mind - each one will influence which supplies, and how many, you should order.

Venue

Layout, number of entrances and available space shape your registration, signage and access control needs.

Event Size

Attendee count drives how many badges, wristbands and stations you need, plus how much backup stock to hold.

Budget

Balance must-haves (badges, access control) against nice-to-haves (RFID, premium finishes) within your budget.

Goals & Purpose

Lead retrieval, sponsor visibility or tight security will each point you toward different supplies.

Quick Self-Check: Before you order, confirm venue layout finalized, attendee count estimated, supply budget set and event goals defined. Check these four boxes and the rest of this guide gets much easier.

On The Next Pages

Categories 01-05, in the order most organizers plan them: registrations, access & security, signage, technology and emergency readiness, plus bonus supplies & services.

01 Registration & Check-in Supplies

Registration creates the first impression of your event. A well-organized check-in process helps reduce wait times, improve attendee satisfaction and keep sessions on schedule.

Conference Badges

Badges and ID passes provide attendee identification, facilitate networking and support event security. For larger events, customized badges can also support lead retrieval, attendee tracking and access control. When designing badges, consider including:

- ☐ Attendee Name
- ☐ Company Name & Job Title
- ☐ Event Branding
- ☐ QR Code or Barcode
- ☐ Access Credentials

Event Lanyards

Lanyards keep badges & credentials visible & accessible throughout the event.

Custom-branded lanyards can also create sponsorship opportunities while reinforcing your event branding.

Many organizers choose **color-coded lanyards** to distinguish attendees, exhibitors, media and staff at a glance.



Registration & Check-in Supplies

Badge Holders & Credential Pouches

Badge holders protect credentials from damage & attach easily to lanyards, while maintaining a professional appearance throughout a multi-day event.

Registration Stations

Equip every station with:

- ☐ Check-in Devices
- ☐ Registration Software Access
- ☐ Printed Attendee Lists
- ☐ Charging Equipment
- ☐ Label Printers
- ☐ Supplies for Walk-up Registration

Pro Tip: Preparing backup materials (printed lists, spare label rolls, charged devices) helps maintain operations if technology issues arise.



Category 01 Recap

- ✓ Badges
- ✓ Lanyards
- ✓ Badge Holders
- ✓ Check-in Devices
- ✓ Printed Lists
- ✓ Charging Equipment
- ✓ Label Printers
- ✓ Walk-Up Supplies

02 Access Control & Security Supplies

For many events, especially those large in size & complexity, access management & security become increasingly important.

RFID Technology

RFID-enabled supplies are commonly used at larger conferences and conventions to streamline attendee movement, improve security & automate access management.

- ☐ VIP Experiences
- ☐ Restricted-access Sessions
- ☐ Multi-day Conferences
- ☐ Large Corporate Events

Event Wristbands

Custom wristbands are a flexible option for many event types, offering easy visual identification, durability, access-level differentiation and quick security verification.

Many organizers use **color-coded wristbands** to separate VIPs, exhibitors, staff and general admission participants.



Access Control & Security Supplies

Staff & Vendor Credentials

Temporary staff, contractors, vendors, volunteers and event partners should all have clearly identifiable credentials. This improves security, reduces confusion, supports access management and boosts attendee confidence in your safety measures.

Hotel Key Cards for Conferences

For conferences hosted at hotels or resort venues, custom hotel key cards add branding and engagement. Branded key cards can:

- ☐ Reinforce Event Branding
- ☐ Highlight Sponsors
- ☐ Provide Promotional Messaging
- ☐ Create a More Cohesive Attendee Experience



Category 02 Recap

✓ RFID Credentials ✓ Wristbands ✓ Staff Credentials ✓ Vendor Credentials ✓ Hotel Key Cards

03 Signage & Attendee Materials

Effective signage helps attendees navigate the venue & locate sessions with confidence. Programs & agendas display important information on presentations, start & end times, speakers, sponsors & more.

Wayfinding & Session Signage

- ☐ Directional & Wayfinding Signs
- ☐ Session & Room Signage
- ☐ Registration & Entrance Signage
- ☐ Sponsor & Exhibitor Signage

Printed & Digital Materials

- ☐ Programs & Agendas
- ☐ Speaker Bios & Session Guides
- ☐ Maps & Floor Plans
- ☐ Digital Signage/Screens

Order signage in the same visual system as your badges & lanyards. Consistent branding helps attendees trust & follow directional cues faster.



04 Technology & Backup Supplies

Technology issues can quickly disrupt an event. Preparing backups in advance helps minimize interruptions & keeps registration, sessions & access control running smoothly.

Power & Connectivity

- ☐ Chargers & Power Strips
- ☐ Portable Charging Stations
- ☐ Backup WiFi/Hotspot

Devices & Equipment

- ☐ Scanners & Tablets for Attendance & Leads
- ☐ Backup Laptops & Clickers
- ☐ HDMI Adaptors & Microphones

Replacement Supplies

- ☐ Spare Badges, Lanyards & Wristbands
- ☐ Replacements for Lost or Damaged Credentials
- ☐ Buffer Stock for Last-Minute Attendees & Walk-ups

Having replacements readily available on-site can prevent unnecessary disruptions. Build backup stock into your original order, not as an afterthought.



05 Emergency & Contingency Readiness

Even the most polished events run into surprises. A small kit of emergency & contingency supplies helps your team respond quickly instead of improvising under pressure.

On-Site Basics

- ☐ Stocked First-Aid Kit
- ☐ Emergency Contact & Escalation Sheet
- ☐ Venue Evacuation Map/Muster Point
- ☐ Hand Sanitizer & Extra Masks

Contingency Planning

- ☐ Weather/Severe-Conditions Plan
- ☐ Backup Indoor Space for Outdoor Elements
- ☐ Designated Safety Lead On-Site
- ☐ Communication Plan for Attendees & Staff

Check with your venue on their specific safety & emergency requirements. Policies vary by location, so confirm what's already provided before you duplicate supplies.



Bonus: Additional Supplies & Services

Parking Passes

Depending on where your conference is taking place, you may need to offer parking options. Vehicle passes & parking permits help manage traffic in the venue parking lot.



Event Fulfillment Services & Technology

Take the guesswork out of event management with technology built to streamline the most critical processes.

Push Pass

ID&C's event fulfillment service simplifies access credential linking, connects with ticketing platforms & provides real-time tracking.

EVNT Pass

An RFID access-management technology offering control for events up to 5,000 attendees.

Where To Go From Here

Once you know your venue, size, budget & goals, talk to an ID&C event specialist about which credentials, RFID options & fulfillment services fit your event best.

Conference Supplies by Event Type

The supplies you'll need will vary by event type, along with attendance volume, security requirements & objectives.

Corporate Conferences

- ☐ Professional Name Badges
- ☐ Branded Lanyards
- ☐ Session Signage
- ☐ Networking Materials
- ☐ Executive Credentials

Tradeshows & Expos

- ☐ Exhibitor Credentials
- ☐ Access-Control Systems
- ☐ Wristbands
- ☐ Lead-Retrieval Tools
- ☐ Wayfinding Signage

Association Events

- ☐ Member ID Badges
- ☐ Sponsor Branding Opportunities
- ☐ Multi-Day Credentials
- ☐ Printed & Digital Resources

Hybrid events? Blend columns: an association conference with an exhibitor hall should combine member badges & exhibitor credentials.

The Quick-Reference Master Checklist

Every item from this guide in one place. Fill the header, print this page & check items off as you order & pack.

EVENT	DATE	VENUE
01 • Registration & Check-In ☐ Conference Badges ☐ Event Lanyards ☐ Badge Holders/Pouches ☐ Check-In Devices ☐ Registration Software Access ☐ Printed Attendee Lists ☐ Charging Equipment ☐ Labels Printers ☐ Walk-Up Registration Supplies	03 • Signage & Attendee Materials ☐ Directional/Wayfinding Signs ☐ Session & Room Signage ☐ Sponsor & Exhibitor Signage ☐ Programs & Agendas ☐ Maps & Floor Plans 04 • Technology & Backup ☐ Chargers & Power Strips ☐ Portable Charging Stations ☐ Scanners & Tablets ☐ Backup Laptop & Clicker ☐ HDMI Adaptors & Microphones ☐ Spare/Replacement Credentials	05 • Emergency & Contingency ☐ First-Aid Kit ☐ Emergency Contact Sheet ☐ Evacuation Map ☐ Weather/Contingency Plan Bonus • Additional Supplies ☐ Parking Passes/Permits ☐ Event Fulfillment Service (PushPass) ☐ RFID Access Management (EVNT Pass)

FAQs

How many badges should I order?

A common best practice is to order extra credentials to accommodate late registrations, replacements, speakers, staff additions & last-minute attendees.

Should I use badges or wristbands?

Badges are often preferred for networking-focused events because they display attendee information. Wristbands may be helpful when quick visual access verification is needed.

What belongs at a registration table?

Check-in devices, attendee lists, badges, lanyards, signage, charging equipment & backup registration materials. If you're giving out branded swag, the registration table is a great place to disperse it.

Do Conferences need RFID badges?

Not every event requires RFID credentials. Larger conferences, however, may benefit from the improved access control, attendee tracking & operational efficiency RFID credentials provide.

How many extra supplies should I order?

It's generally wise to keep backup inventory of badges, lanyards, wristbands & registration materials on hand for unexpected needs.

Access Granted.

Ready to order your credentials?

ID&C designs & makes badges, lanyards, wristbands, RFID credentials & event fulfillment technology for conferences, expos & association events of every size.

Chat With an ID&C Event Specialist