“Go” Kit Checklist

	Office Supplies
☐	▪ Paper
☐	▪ Pencils/pens
☐	▪ Computer disks/CDs
☐	▪ Stapler
☐	▪ Markers
☐	▪ File folders
☐	Laptop Computer
☐	▪ Software
☐	▪ Peripherals
	Files Needed for Job
☐	▪
☐	▪
☐	▪
☐	▪
☐	▪
	Personal Items
☐	▪ Personal hygiene items
☐	▪ Snacks/drinks
☐	▪ Medications
☐	▪ Contact lenses/solution
☐	▪ Change(s) of clothing
☐	▪ Cash/credit card(s)
	Other Items Required
☐	▪
☐	▪
☐	▪
☐	▪
☐	▪
☐	▪
☐	▪
☐	▪