

# BUSINESS CONFERENCE/SEMINAR PACKING LIST

## GROOMING

- Cotton Balls, Cotton Swabs, & Q-Tips
- Brush, Comb, & Hair Products
- Deodorant/Slippers
- Facial Cleanser & Body Soap/Body Scrub/Wash
- Lint Brush
- Perfume/Poopourri
- Sunscreen
- Tweezers/Razors & Shaving Gel/Cream
- Curling Iron, Hot Rollers, Flat Iron
- Bobby Pins, Hair Ties, Hair Scarf/Shower Cap
- Hand & Body Lotion/Body Oil
- Makeup/ Makeup Remover
- Nail Polish, Polish Remover/Clippers/Nail File
- Safety Pins/ Sewing Kit
- Toothbrush/Toothpaste/Floss/Mouthwash
- Tissue/Wet Wipes/Stain Remover Solutions (Ex. Tide Wipes)

## ATTIRE

### BUSINESS ATTIRE

- Blouse/Nice Shirt
- Pants/Skirt Suit
- Classic Heel
- Classic Flat Shoe/Sandal (Long Walking)
- Jewelry/Special Pins
- Hosiery/Undergarments/PJs
- Jacket/Coat/Wrap

### CASUAL ATTIRE

- Top/T-Shirt
- Jeans/Pants/Shorts
- Workout Clothes
- Socks
- Sneakers/Casual Shoe
- Going Out Clothes/Shoes
- Wide Brimmed Hat

## HEALTH/MEDICAL

- Antihistamine or Cold Remedy
- Aspirin, Pain Relievers, Band-Aids
- Feminine Hygiene Products
- Any Prescription Meds (Place in your purse/Carry On)
- Antacids, Upset Stomach Remedy
- Vitamins

## MISCELLANEOUS

- Cell Phone/Charger/Charger
- Driver's License/Passport/Cash/Credit Cards
- Itinerary (Conference/Seminar/Personal)
- Cell/Laptop Power Cords
- Laptop/Tablet/MiFi/Portable Printer
- Airline/Hotel/Car Rental Confirmation

## OPTIONAL ITEMS

- Cooling Towels/Fans/Misters (For Warm Climates)
- Tote Bag/ID Badge Holder
- Supporting Docs Ex. Bylaws/SOPs/Handouts
- Umbrella/Gloves/Scarf/Hat/Handwarmers