

Catering, Room and Material for the Open Space Planning Meeting

Items written in italics (6. through 14.) can be supplied by me

1. **Coffee, tea, water and fruit** continuously available about 15 minutes before the official beginning until the end of the meeting
2. **Large Room** that can accommodate all participants sitting in a half-circle in front of the meeting boards as well as enough space to move around the room and form small break out groups. Just enough chairs to accommodate everyone and two large tables (one for the catering, the other for the material)
3. **4 Meeting Boards**
4. **8 sheets of meeting board paper** (preferably beige to cover the meeting boards)
5. **15 plain sheets of flip chart paper** (preferably non-ruled, without squares)
6. *2 pin cushions*
7. *100 pins (shaft 15mm, head 6mm)*
8. *Pin It cards (one third of A4, 160 gm, either white or yellow) 3 times as many as there are participants (15 participants → 45 cards)*
9. *Black felt markers with a broad wedge-shaped tip (one for each participant)*
10. *One roll of Tesakrepp tape (30 mm wide, Tesakrepp Nr. 4322)*
11. *Sticky dots (one strip with 3 sticky dots for each participant)*
12. *1 pair of scissors*
13. *1 glue stick*
14. *1 set of temple bells (supplied by me)*