
LIST OF SUPPLIES FOR VULNERABILITY ASSESSMENT WORKSHOP

The following list is not intended to be comprehensive or mandatory.

Entrance

- ▶ Direction signs pointing to the workshop location (as needed - check with your venue)
- ▶ Identification sign at room entrance (as needed - check with your venue)

Registration Table

- ▶ Sign-in sheets for participants – Name, organization/affiliation, email
- ▶ Participant and facilitator name tags
- ▶ Extra blank name tags
- ▶ Participant packets

General materials

- ▶ Notepads and pens
- ▶ Tape (check with venue - usually painter's tape is ok), or thumb tacks (check with venue)
- ▶ Markers/sharpiers (enough for each breakout group to have a set, plus extras)
- ▶ Scissors
- ▶ Stapler / paper clips
- ▶ Extra flip charts

Presentations

- ▶ Computer, projector, and screen (if needed)
- ▶ Flash drive or other backup of presentation(s)
- ▶ Laser pointer

Participant Packets

- ▶ Agenda
- ▶ Breakout Group Instructions
- ▶ Climate trends primer or handout (print 2 per table)
- ▶ Additional information, such as relevant fact sheets or other reports

Breakout Groups

- ▶ Flip chart markers, ball point pens
- ▶ Notepads on tables or loose sheets color coded for additional information
- ▶ Flip charts with plenty of sheets (see example below)

Hospitality

- ▶ Coffee, tea, water, juice
- ▶ Morning light breakfast (pastries, bagels, fruit, etc.)
- ▶ Lunch
- ▶ Afternoon snacks, trail mix, chocolate, fruit, etc.
- ▶ Plates, napkins, utensils, cups (reusable or compostable rather than disposable, if possible)
- ▶ Recycling/Compost bins and signs

Breakout Group Worksheets

Create a 8-10 starter sheets for each breakout group. Use the diagram here as reference. Leave them attached to the cardboard. Ensure that each group has plenty of extra paper in their supplies to add more as needed.

Try to find enough wall/window space so that each group can hang up the sheets as they work through them.

A hand-drawn diagram of a worksheet template, enclosed in a rounded rectangular border. The text is written in a light blue, cursive font. The sections are listed vertically from top to bottom:

- Vulnerability:
- Risk:
- Timeframe:
- Certainty:
- At-Risk:
- Sensitivity:
- Adaptive Capacity:
- Other Stressors:
- Secondary vulnerabilities:
- Indicators: