

## Event Supply Checklist

This checklist can be used for regular events/walks as well as health fairs. The items with a "\*" in the left column are not necessary for health fairs.

*	Stamp
*	Cash box with \$50 change
*	Registration sheet or start cards
*	Stamp pad, extra ink
*	Copies of walk instructions
*	Specalties
	Income Report, Expense Report
	Income Tally Sheet
	Copy of Liability Insurance Certificate (current year)
	Walk-Alert email sign-up sheets
	Both membership forms (individual and family)
	Blue Schedule Handout
	Tables
	Chairs
	Easy-Up
	Banner, frame, rope, and ties for frame
	Little-old-lady cart
	Clear, plastic brochure holders
	Pens, pen holder
	Brochures for upcoming events
	Clipboards
	Pins & patches for new members
	New Walker Packets
	Blue, tri-fold SWS brochure with membership form (phase out)
	AVA tri-fold, color brochure
	Friendship walk list (optional if you have the Blue Schedule Handout)
	Tickets for raffle, raffle bottle
	Fuel Belts for raffle
	Contribution can
	Refrigerator magnets
	Business cards
	Table cloth
	Compass
	Give-aways