|  |
| --- |
| PAPERWORK/MARKETING MATERIALS |
|  | Sign-In sheet & Attendees list |  | Agenda |
|  | “And Justice for All” poster or flyer |  | AAP-5 forms |
|  | Coop Extension Events Email sign-up sheets |  | Writing instruments (pens, pencils, markers, etc.) |
|  | Business cards and Name Badge |  | Personal scheduling calendar |
|  | Cooperative Extension brochures (if applicable) |  | Camera (to take pictures for Annual Report) |
|  | Handouts (flyers, brochures, books, etc.) |  | Evaluations (if applicable) |
|  | Notebook (to take minutes and notes) |  | Clipboards (if applicable) |
|  | Name tags for guests or students |  |  |

|  |
| --- |
| FINANCIAL*\*To borrow supplies, speak with your admin staff* |
|  | Secured cash box |  | Books/Materials for sale |
|  | Calculator |  | Person responsible for cash handling |
|  | Receipt book (UA Coop Ext triplicate) |  |  |

|  |
| --- |
| PRESENTING SUPPLIES*\*To borrow supplies, speak with your admin staff* |
|  | Computer with cords |  | Laser pointer (if applicable) |
|  | Projector screen (if applicable) |  | Copies of presentation materials (if applicable) |
|  | Projector with connecting cables |  | Easels/Projector Table |
|  | PA system with cords, lavaliers, etc. |  | Extension cord |
|  | Livestream Kit |  | Tripod |

|  |
| --- |
| FOOD/BEVERAGES/CATERING |
|  | Ice chests |  | Drink cooler |
|  | Bottled water |  | Bottles/Jugs of tea, soda, sparkling water, etc. |
|  | Bags of ice |  | Tablecloths (if applicable) |
|  | Catering tub checklist |  |  |
| EATING UTENSILS |
|  | Drink cups |  | Napkins |
|  | Plates |  | Bowls |
|  | Forks |  | Spoons |
|  | Knives |  |  |
| COFFEE SUPPLIES |
|  | Coffee maker/coffee filters |  | Sweetener/Sugar/Creamer |
|  | Water |  | Cups |
|  | Coffee |  | Stirring sticks |
| SERVING UTENSILS |
|  | Spoons/Stirring spoons |  | Tongs/Spatulas/Ladles |
|  | Two-pronged fork |  | Knives |
|  | Pie server |  |  |

|  |
| --- |
| HYGENIC/CLEAN UP SUPPLIES |
|  | Sanitation wipes  |  | Non-latex gloves |
|  | Plastic bags/Tupperware/tin foil |  | Hand sanitizer |
|  | Paper towels |  | Sponge |