



EVENT DAY SUPPLY CHECKLIST

- Re-breakable boards
- Wood boards for ceremonial breaks
- White board or mirror and dry erase markers
- Prizes
- Volunteer list and assignments
- Agenda and script for opening and closing ceremonies
- Accounting supplies: tracking spreadsheet, pens, calculators, paper clips, lock box or safe to keep money
- Upbeat, high energy music
- Food and drinks – remember you can get this donated!
- Paper plates, napkins and cups
- Ice for drinks
- Tables and chairs
- Garbage cans and bags
- Supplies for other fundraisers and/or entertainment
- Supplies: table, pens, money bag and change, plenty of Foundation receipts

