



The day of packing list

Event Packing List

Item

- ☐ Printed agendas for staff & volunteer
- ☐ Printed tick tock for staff & volunteers
- ☐ Registration List (on paper or a computer to check people in online)
- ☐ One Pager (Spanish-English)
- ☐ Sign in process for people not on the registration list (paper or a computer to check people in online)
- ☐ End of Event Evaluation Form
- ☐ Commitment Cards (Spanish-English)

Item

- ☐ Signs (Arrows) & Bathroom Signs
- ☐ Nametags
- ☐ Pens
- ☐ Dry Erasers
- ☐ Markers
- ☐ Flip Charts
- ☐ Clipboards
- ☐ Tape
- ☐ Scissors
- ☐ Projector
- ☐ Buttons
- ☐ Stickers
- ☐ Bumper Stickers
- ☐ First aid kit
- ☐ Computer charger
- ☐ Phone charger
- ☐ Camera (someone to take pics)
- ☐ Hand sanitizer (lots of it!)
- ☐ Personal Protective Equipment (PPE)



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- ☐ Childcare needs:
- ☐ Sign in sheet on paper or a computer to check people in online)
- ☐ Name tags
- ☐ Movies
- ☐ Crayons
- ☐ Coloring pages
- ☐ Games
- ☐ Medical / Safety release form
- ☐ Food guidelines (e.g. kids eat w/ parents / parents provide lunch to be careful of allergies)
- ☐ EpiPen

Item

- ☐ If serving food:
- ☐ Plastic gloves
- ☐ Table cloths
- ☐ Ice, ice chest
- ☐ Napkins
- ☐ Plates/bowls
- ☐ Cups Utensils
- ☐ Serving spoons
- ☐ Cutting knives