

## INTEREST MEETINGS

### Checklist

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#### AV / EQUIPMENT

- ☐ 2 stools
- ☐ 2 extension cords
- ☐ 1 power strip
- ☐ TV and power cord
- ☐ Computer and power cord
- ☐ Speakers and 1/8" to RCA cord
- ☐ VGA cable and adapter
- ☐ 4 tables (6')
- ☐ 1 table (4')
- ☐ 2 tables (5') - (if needed)
- ☐ 2 tables (8') - (used WES tables)

#### CLEANING / MISC

- ☐ Trash can and bags
- ☐ 409 / Cleaner
- ☐ Rags
- ☐ Paper Towels
- ☐ Air Freshener
- ☐ Liquid soap
- ☐ Interest cards
- ☐ Pens
- ☐ Handout
- ☐ Baskets

#### SERVING SUPPLIES

- ☐ 2 sets of tongs
- ☐ 2 trays for cookies
- ☐ 1 tray for brownies
- ☐ 1 rectangular / round tray for pita chips or similar
- ☐ Small basket or plate for mints
- ☐ Caddy for forks
- ☐ Small plastic plates
- ☐ Forks
- ☐ Napkins
- ☐ Cups
- ☐ Water dispenser
- ☐ Carafe for half and half
- ☐ 2 coffee dispensers
- ☐ Stir Sticks
- ☐ Glass sugar dispenser
- ☐ Container for coffee stir sticks / sweeteners
- ☐ Small trash container for coffee
- ☐ Ziplock bags

#### FOOD / BEVERAGE

- ☐ 3 dozen cookies
- ☐ Brownies
- ☐ Peppermints
- ☐ 2 meat and cheese trays (*1 w/ ham/ turkey / 1 w/ pepperoni/salami*)
- ☐ Pita chips
- ☐ Equal
- ☐ Splenda
- ☐ Sugar
- ☐ Half and half
- ☐ 2 gallons of water
- ☐ 3 pots of coffee
- ☐ 2 orange juice