

INTEREST MEETINGS Checklist

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