



## WELCOME STATION SUPPLIES CHECKLIST

At the Welcome Station, you will need:

- One 4-6' table
- 2-3 chairs for Welcome Station Volunteers
- 8-10 chairs for Contributors
- Pre-numbered stick-on name tags for Contributors
- Copies of Event Registration and Permission Forms
- Copies of the Understanding the Event Registration and Permission Form handout
- Copies of the Copyright At Your Event handout
- Clipboards
- Pens for signing forms
- Markers for name tags
- Document envelope
- 8 1/2x11 station sign in plexiglass frame for the table