



Event Supplies

SWNI office: Multnomah Arts Center, Room 5, 7688 SW Capitol Hwy.

Storage facility: Extra Space Storage, 11318 SW Barbur Blvd. (at SW 60th)

Contact: 503-823-4592 or sara@swni.org

Event:		Event Date:
Your Name:		Today's Date:
Your Phone:	Your Email:	

✓	Items (stored at storage facility)	# Needed
	Tent canopies (4)	
	Wood sign boards (5)	
	Plastic sign boards (6)	
	Smaller black plastic sign boards (6)	
	4' x 1.5' tables (9)	
	6' x 3' tables (3)	
	Camp chairs (10)	
	5-Gal water container (3)	
	1-Gal water container (3)	
	Coolers (3)	
	Orange safety cones (21)	
	Orange safety vests (18)	
	Recycling frames/bags (4)	
	Fencing/posts/ties	
	Other:	
	Ads in SWNI paper	
	Help applying for Noise Permit	
	Help applying for Park Permit	
	Help applying for Street Banner Permit	
	Help applying for Block Party Permit	
	Help applying for Community Event Permit	
	Items (stored at SWNI office)	
	Paper plates	
	Paper bowls	
	Paper cups	
	Paper napkins	
	Plastic spoons	
	Plastic forks	
	Plastic knives	

✓	Items (stored at SWNI office)	# Needed
	Paper towels	
	Plastic tablecloths	
	Baskets for utensils (3)	
	BIG bowls (5)	
	Serving tongs	
	Cutting boards (2)	
	Cutting knife	
	Food handling gloves	
	Large garbage bags	
	Hand sanitizer	
	Wipes	
	First aid kit	
	Banner ties	
	Pens	
	Name badges/Sharpies	
	Art supplies –crayons/markers/ paper/coloring pages	
	Scissors	
	Clipboards (8)	
	Duct tape	
	Scotch tape	
	Caution tape	
	Easels (2)	
	Paper to customize sign boards	
	Cash box & change (2)	
	Receipt book	
	Square (for running credit cards)	
	Raffle or door prize tickets	
	Button machines/buttons (2) - \$.25 per button	
	SWNI banner	