



Event Materials and Supply Check List

Your material count should be relevant to projected attendance levels for the event.
 5% to 10% of attendance is a reasonable count for materials handed out at a booth.
 25% to 30% for printed materials handed out at an entry gate.
 Estimates are for single day events.

 Materials	Recommended Count
Business Cards	
Organization Brochures	
Banners	
Subscription Cards	
Raffle Tickets – Raffle Item:	
NOHVCC Adventure Trail Books	
NOHVCC Adventure Trail CD's	
NOHVCC Brochures	
Motorcycle Safety Guide	
ATV Safety Guide	
Folding Chairs	
Tables - Type:	
Table Skirt/Cover – Color:	
EZ Up Tent	
Event Day Raffle Items – Items/Sponsor:	

Keep a reasonable supply of the following on hand for each event

 Tools/Supplies	Recommended Count
Extra Pens	30
Clip Boards	10
Blank Heavy Stock 8 1/2 x 11 or 11 x 17	10
Colored Sharpie Markers	6 to 10
Black Sharpie Wide Tip Marker	2
Duct Tape	1
Zip Ties	50
Bungee Cords	10
Folding or Retractable Razor Blade	1
Medium Gauge Nylon Rope	100'
Changeable Tip Screw Driver	1
Adjustable Wrench	1
Vise Grip/Pliers	1
Digital Camera/Video Camera	1

Event Name: _____ Location: _____

Event Date: ___/___/___ to ___/___/___ Sponsor If Any: _____

Sponsor Contact Name: _____ Number: (____) _____ - _____

Materials and Supplies Verified By: _____ Date: ___/___/___

Notes: