

Tent Hosting Checklist

Structural/Large items:

Large folding table

Canopy

4 folding chairs

Tarp

Box cutters

Duct tape

Zip ties

Bungees, various sizes

Pliers

Hammer

Plastic Fence Display

Tape measure

Hacksaw?

Screwdriver

Extension cord & outlet strip

PVC pipes*

Banner*

Battery pack & phone charger

Paperwork:

Sign-in sheets

QR codes for Website

Membership forms

2 clipboards

Anderson origins

Old* & current newsletter

Books on Tartans*

Clan trophies, etc*

Pens, including Sharpie

Safety pins

Hosting:

Paper plates

Napkins

Plastic utensils & holder

Plastic cups

Paper towels

Hand Sanitizer

Wipes

4 table cloths

Table decorations

Small Cutting board

Candy & fruit for give-away

Plate & bowl for above

Large rolling cooler w/ ice blocks

Medium cooler for other food

Personal food, drinks, snacks