

Example of Supply Preparation List for Indoor Events.

No.	Category	Detailed	Example Quantity	1–2 Weeks	1–2 Days	Event Date
1	Parking Lot	Reserved space for loading/unloading	1			
		Reserved space for truck	1			
		Safety cones	4			
		Yellow caution tape	1			
2	Entrance	Foldable event signs	2			
		Flags (if any)	0			
		Directional sign to entrance	1			
		Acceptable items poster	1			
		Educational posters	3			
3	Check-in Area	Sign of check-in tables	2			
		Check in tables and chairs	2			
		Acceptable items list (table size)	2			
		Tablets to check-in	2			
		QR code for survey	2			
		Bookmark link for check-in	2			
		Future event postcards	40			
		Business cards	50			
4	Drop-off Area	Sign to enter and exit this area	3			
		Boxes and pallets (ready to use and spare)	30			
		Small totes and pallets	3			
		Labels all the boxes	16			
		Labels printer	1			
		Sorting instruction (sort layout)	2			
		Safety rules	2			
		PPE (safety vest, gloves, facemask)	20			
		Supply tables and chairs	2			
		First aids kit	1			
		Cabinet	1			
		Rolling carts	4			
5	Survey Area	Sign to survey area	1			
		Sample of swags	1			
		Stickers and future event postcards	200			
		Tables and chairs for survey	3			
		Spin wheel	1			
		Swags	100			
		Swags count logbook	1			
		Tables and chairs for swag	1			
		Tablets to survey	8			
		QR codes for survey	8			
		Bookmark link for survey	8			
6	Exit Area	Sign to exit event	1			
		Sign to exit for non-survey	1			
7	Others	Sanitizers	1			
		Drinks (bottles)	24			
		Lunch box	24			
		Vacuum	1			