

Example of Supply Preparation List for Outdoor Events.

No.	Category	Detailed	Example Quantity	1–2 Weeks	1–2 Days	Event Date
1	Entrance	Flags	2			
		Directional sign to entrance	1			
		Digital display (marquee if any)	1			
		Future event postcards	100			
		Business cards	50			
		Vehicle window sign for survey	20			
2	Check-in Area	Lane sign	2			
		Table and chairs	2			
		Tablets to check-in	2			
		QR code for survey	2			
		Bookmark link for check-in	2			
3	Drop-off Area	Sign for exit this area	1			
		Boxes and pallets (ready to use and spare)	30			
		Small totes and pallets	3			
		Plastic stretch wrap (roll)	2			
		Labels all the boxes	16			
		Labels printer	1			
		Sorting instruction (sort layout)	2			
		Safety rules	2			
		PPE (safety vest, gloves, facemask)	20			
		Tarps (to cover materials for rain)	8			
4	Survey Area	Bungee cords	32			
		Sign to survey area	1			
		Tables and chairs for swags	3			
		Swags	100			
		Tablets for survey	8			
		QR codes for survey	8			
		Bookmark link for survey	8			
5	Rest Area	Sanitizers	1			
		Drinks (bottles)	24			
		10 × 10 tent	2			
		Supply tables and chairs	2			
		First aids kit	1			
		Sunscreen	1			
		Rain ponchos	20			
		Cooler and ice	1			
6	Exit Area	Sign to exit event	1			
		Sign to exit for non-survey	1			
		Yard sign	1			
7	Others	Traffic delineator	24			
		Fire extinguisher (Class D)	1			
		Breakfast/Lunch box	20			
		Heavy duty traffic cone	12			
		Yellow caution tape	1			
		Two side handheld stop/slow sign	3			
		Walkie talkies	8			
		Sandbags	20			
		Rolling carts	4			