

Convoy of Hope® Equipment Summary Checklist

Procured By Connections	Equipment or Supply Need	Total Needed
	Computers	8
	Computers - CDRW drive	1
	Computers - Printer	1
	Computers - Related Equipment/Supplies	
	Clipboards	25
	Crayons - # of sets	8
	Bottled Water (cases)	5
	Ink Pens	50
	Kleenex Tissues (boxes)	5
	Handiwipes - boxes	3
	Photocopied coloring book pages	250
Arrangements		
	Bathroom Spray Cleaner	6
	Black Magic Markers (heavy)	20
	Caution Tape - 3"x1,000' Roll	5
	Chairs (total calculated from below)	1,054
	Prayer Tent	300
	Data Entry Tent	12
	Guest Eating Tents	144
	Health Services	52
	Community Services	52
	Haircuts	54
	Food Services	12
	Groceries	12
	Command Center	12
	Site Entertainment - Guest Seating Area	300
	Site Entertainment - Audio Tent	2
	Kids Registration Tables	16
	Kids Zone	80
	Volunteer Food & Beverage Tables	6
	<i>VFBT - Prayer Tent</i>	2
	<i>VFBT - Groceries</i>	2
	<i>VFBT - Kids Zone</i>	2
	Dumpster 40 cubic yard minimum	1
	Fire Extinguisher (1 per tent)	TBD
	First Aid Kit	1
	Forklift Fuel Tank	1
	Forklift - All Terrain Tire 4,000lb minimum	1
	Gloves	15
	Golf Carts	
	Handiwipes - boxes	20
	Megaphone	1
	Paper Towel Rolls	10
	Pens	100
	Portable Restroom	13
	Portable Restroom - Wheelchair Accessible	5
	Safety Fencing - in feet	5,500
	Sharpie Markers	50
	Sound System	2
	Sound System - CD Player	1
	Spray Paint - verticle nozzle; orange color	6
	Stage (4' - for welcome area)	1

Stake Driver	4
Stakes - 5' metal "T" stakes	550
Tables - 8' (total calculated from below)	156
Prayer Tent	10
Data Entry Tent	4
Guest Eating Tents	18
Health Services	26
Community Services	26
Haircuts	12
Food Services	14
Groceries	12
Command Center	4
Site Entertainment Tent	2
Kids Registration Tables	4
Kids Zone	12
Volunteer Food & Beverage Tables	12
<i>VFBT - Prayer Tent</i>	2
<i>VFBT - Data Entry Tent</i>	1
<i>VFBT - Health Services</i>	1
<i>VFBT - Community Services</i>	1
<i>VFBT - Haircuts</i>	1
<i>VFBT - Groceries</i>	2
<i>VFBT - Site Entertainment Tent</i>	1
<i>VFBT - Kids Registration Tables</i>	1
<i>VFBT - Kids Zone</i>	2
Trash Bags - heavy duty	50
Trash Cans	25
Two-way Radios	32
Wheelchair	
Wire Snips	5
Zip Ties - 8" to 14" nylon or electrical	2,750

COH

COH Connections Response Forms - English	1,000
COH Connections Response Forms - Spanish	300
COH Child Registration Cards	2,500
COH Child Registration Wristbands	4,000
COH Clickers	8
COH Discipleship Literature - English	500
COH Discipleship Literature - Spanish	100
COH Food Coupons	2,500
COH Gospel Tract - English/Spanish	2,000
COH Grocery Bags	6,000
COH Media Kits	6
COH Volunteer Name Tags - Sets	2

Groceries

Box Cutters/Knives	10
Brooms - stiff bristel, push	3
Dustpan	3
Grocery Bags - plastic with handles	
Grocery Distribution Table Sign: "A"	6
Grocery Distribution Table Sign: "B"	6
Grocery Distribution Table Sign: "C"	

Food Services

Beverage - based on projected guest totals	
Beverage Cups - based on projected guest totals	
Beverage Ice -10lb bags	150
Coffee - # of servings (optional for early guests)	1,000
Coffee Cups - # of servings	1,000
Cooking Utensil Set	6
Donuts and pastries (optional for early guests)	500
Gas Grills - large event capacity	2
Hot Dog Buns	7,500
Hot Dog Condiments - Ketchup	
Hot Dog Condiments - Mustard	
Hot Dog Liners/Wrappers	7,500
Hot Dogs	7,500
Latex Gloves - box	1
Napkins	8,000
Paper Towel Rolls	6
Plastic Aprons	10
Serving Trays	12
Warming Trays	
Water Coolers - 5 gallon	22
Water-Buffer	

Health Services

First Aid Kit	1
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Kids Zone

Balloons - 9"	2,000
Card File	2
Card File Alphabetical Dividers	1
Child-size Chairs	4
Child-size Table	1
Clipboards	12
Concessions - Cotton Candy, Popcorn, Snowcones	
Crayons & Coloring Books	10
Decorations - 10' Balloon Poles - Green	2
Decorations - 10' Balloon Poles - Red	2
Decorations - 10' Balloon Poles - Yellow	2
Decorations - Balloon Clusters	
Decorations - Colored Fringe - in feet	1,000
Electrical Power	1
Face Painting Kit	7
Flashcards - set of 6 cards: 10 min, 5 min, 3 min, 2 min, 1 min	1
Games and Activities	35
Games and Activities - Tickets	10,000
Giveaways - Amusement Park Tickets	
Giveaways - Bicycles	
Giveaways - Candy and Toys	
Giveaways - Sport Event Tickets	

Giveaways - Water Park Tickets	
Giveaways - Zoo Tickets	
Hand Mirrors	6
Helium Tanks - large capacity	4
Paper Towel Rolls	2
Plastic bags with handles	2,000
Puzzles	4
Scissors	2
Sharpie Pens	60
Sound System	1
Stage	1
String - in feet (4' per balloon)	8,000
Tarp - 30'x40'	2

Safety

Flashlights	6
Two Way Radios	30
Safety Vests	50

Site Entertainment

Flashcards - set of 6 cards: 10 min, 5 min, 3 min, 2 min, 1	1
Sound System	1
Stage	1