

# BLOCKFest™ Exhibit Inventory Checklist

CHECK ONE:  PRE – Exhibit  
 POST – Exhibit

Bag #	Qty	ITEMS	✓	Condition/Comments
1	3	Large tubs – clear <i>(nest all; use at lg. foam blocks station)</i>		
	2	Small storage bins – lock & roll		
	*	Aprons <i>Put in small storage bins</i>		
	1	Blueprint/Exhibit Manual ↵		
	20	English handbooks – <i>Playing and Learning with BLOCKS!</i> ↵		
	5	Spanish handbooks – <i>Playing and Learning with BLOCKS!</i> ↵		
	*	Incidentals ( <i>evaluation cards, pencils, Swiffer, etc.</i> ) ↵		
2	34	Gray floor mats		
3	35	Gray floor mats		
4	35	Gray floor mats		
5	91	Unit Blocks <i>(out of 161 regular, 21 colored window)</i>		
	1	Wheeled, wooden chest		
6	91	Unit Blocks <i>(out of 161 regular, 21 colored window)</i>		
	1	Wheeled, wooden chest		
7	32	Foam Blocks – large		
8	32	Foam Blocks – large		
9	24	Brick Blocks – red		
	1	Hamper		
10	24	Brick Blocks – red		
	1	Hamper		
11	24	Brick Blocks – red		
	1	Hamper		
12	400	Wooden planks <i>(100 in ea box)</i>		
	4	Clear bins with lids <i>(ea box holds 100 planks)</i>		
13	400	Wooden Planks <i>(100 in ea box)</i>		
	4	Clear bins with lids <i>(ea box holds 100 planks)</i>		
14	68	Foam Blocks – small		
	3	Small lock and roll storage bins		
15	68	Foam Blocks – small		
	3	Small lock and roll storage bins		
16	500	Wooden Unit Cubes <i>(fill two boxes only)</i>		
	1	Pattern cards (set of 12)		
	6	Clear bins with lids <i>(fill 2 boxes, nest the rest)</i>		
17-21	1 ea	A-Frame signs		
22	1 *	Outdoor banner <i>(include bungee cords if you have them)</i>		
(n/a)	5	Retractable banners <i>(ea in their own case)</i>		

\* Optional exhibit item(s) – fill in quantity if you have this/these item(s).

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Signature - Exhibit Host

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Date (today)

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Exhibit Location - Facility

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City, ST

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Program

**Packing Details:**

- All storage bags are marked with the name of contents – number on bag should match inventory list
- Layout for repacking the large foam blocks are on the inside lid of its storage bag
- Take care in packing storage bags so that contents fit and zippers are not over-stressed
- Take care with all banners and A-frames.

*Thank you for taking GOOD CARE of the exhibit so it's in good condition for the next user!*