|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BF.Words.Shadow.TM.jpgExhibit Inventory Checklist** | | | | | | | | | *Check One:* | | **□ PRE-Event**  **□ POST-Event** |  |
| **Bag #** | **Qty** | **ITEMS** | | | | | | | **🗸** | **Condition/Comments** | | |
| **1** | 3 | Large tubs | | | *(nest all; use at lg. foam blocks station)* | | | |  |  | | |
|  | 2 | Small storage bins – lock & roll | | |  | | | |  |  | | |
|  | \* | Aprons | | | *Put in small storage bins* | | | |  |  | | |
|  | 1 | Blueprint/Exhibit Manual | | | | | | *⮠* |  |  | | |
|  | \* | Handbooks – *Playing and Learning with BLOCKS!* | | | | | | *⮠* |  |  | | |
|  | \* | Incidentals *(evaluation cards, pencils, Swiffer, etc.)* | | | | | | *⮠* |  |  | | |
| **2** | 34 | Gray floor mats | | |  | | | |  |  | | |
| **3** | 35 | Gray floor mats | | |  | | | |  |  | | |
| **4** | 35 | Gray floor mats | | |  | | | |  |  | | |
| **5** | \* | Unit Blocks | *(out of 161 regular, 21 colored window)* | | | | | |  |  | | |
|  | 1 | Wheeled, wooden chest | | | | |  | |  |  | | |
| **6** | \* | Unit Blocks | *(out of 161 regular, 21 colored window)* | | | | | |  |  | | |
|  | 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 | | | *(100 in ea box)* | | | |  |  | | |
|  | 4 | Clear bins with lids | | | *(ea box holds 100 planks)* | | | |  |  | | |
| **13** | 400 | Wooden Planks | | | *(100 in ea box)* | | | |  |  | | |
|  | 4 | Clear bins with lids | | | *(ea box holds 100 planks)* | | | |  |  | | |
| **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 | | | *(fill two boxes only)* | | | |  |  | | |
|  | 1 | Pattern cards (set of 12) | | | |  | | |  |  | | |
|  | 6 | Clear bins with lids | | | | *(fill 2 boxes, nest the rest)* | | |  |  | | |
| **17-21** | 1 ea | A-Frame signs | | |  | | | |  |  | | |
| **22** | 1 \* | Outdoor banner | *(include bungee cords if you have them)* | | | | | |  |  | | |
| (n/a) | 5 | Retractable banners | | *(ea in their own case)* | | | | |  |  | | |
|  | *\** | *Variable exhibit item(s) – fill in quantity if you have this/these item(s).* .v3 | 12/16 | | | | | | | | | | |

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| --- |
| Signature - Exhibit Host Date (today)    Exhibit Location - Facility City, ST    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!** |