

# Exhibit Inventory Checklist



Exhibit Location: \_\_\_\_\_

Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

Bag #	Qty Expected	Actual Qty	ITEMS			Condition/Comments
1			<b>Open Me First Box</b>	Bag? Y N	Bag Label? Y N	
	1		Exhibit Manual			
	3		Large tubs	(nest all in Open Me First Bag; use at large foam block station)		
	2		Small storage bins: locking lids			
	6		Aprons			
	1		Tablecloth			
	1		Portable PA Speaker <i>(RECOMMENDED, not included)</i>			
	*		Family Block Bags			
	*		Handbooks – Playing and Learning with BLOCKS!			←
			Incidentals (mark “Y” if present, mark “N” if missing: <input type="checkbox"/> Feedback Forms <input type="checkbox"/> Pens/Pencils <input type="checkbox"/> Swiffer Wet <input type="checkbox"/> Registration Forms <input type="checkbox"/> Nametags <input type="checkbox"/> Hand Sanitizer <input type="checkbox"/> Photo Release Forms <input type="checkbox"/> Socks <input type="checkbox"/> I Wonder Cards <input type="checkbox"/> Photo Stickers <input type="checkbox"/> _____ <input type="checkbox"/> _____			
2	34		<b>Gray floor mats</b>	Bag? Y N	Bag Label? Y N	
3	35		<b>Gray floor mats</b>	Bag? Y N	Bag Label? Y N	
4	35		<b>Gray floor mats</b>	Bag? Y N	Bag Label? Y N	
5	~95		<b>Unit Blocks</b>	Bag? Y N	Bag Label? Y N	
	21		Colored Window			
	1		Wheeled, wooden chest			
6	~95		<b>Unit Blocks</b>	Bag? Y N	Bag Label? Y N	
	1		Wheeled, wooden chest	Bag? Y N	Bag Label? Y N	
7	32		<b>Foam Blocks – large</b>	Bag? Y N	Bag Label? Y N	
8	32		<b>Foam Blocks – large</b>	Bag? Y N	Bag Label? Y N	
9	24		<b>Brick Blocks – red</b>	Bag? Y N	Bag Label? Y N	
	1		Hamper			
10	24		<b>Brick Blocks – red</b>	Bag? Y N	Bag Label? Y N	
	1		Hamper			
11	24		<b>Brick Blocks – red</b>	Bag? Y N	Bag Label? Y N	
	1		Hamper			
12	400		<b>Wooden planks</b>	Bag? Y N	Bag Label? Y N	
	4		Clear bins with lids			

