

## Deciding what needs to be taken for an outreach/boothing event

- 1) What is the intent/goal/focus of the event being considered? This helps in determining what supplies are most important to have.  
Conservation  
Gardening  
Other
- 2) What is the duration of the event? (how many hours, days) Is this a quick and easy set up or larger for a longer stay?
- 3) Are tables and/or chairs provided or does CNPS provide? What tables and size do you need from the Chipping garage? Do you want the CNPS decorated table cloths?

Qty in Chipping garage

Card table (30" x 30"), very light weight	4
Small rectangular (2' x 4'), light weight	3
Large rectangular (30"x 6'), fold in half, heavy	2

- 4) Do you need a canopy?  
1 shade, 8' x 8' not rain proof, but can be with roof plastic liner  
1 solid, 10' x 10', rainproof, with fabric side panels
- 5) Is the possibility of selling books and/or T-shirts available? Do you/would you want/be willing to sell?  
Just the CNPS-SLO chapter produced books?  
Several book titles (gardening, nature oriented)?  
Just gardening titles?  
Other?
- 6) What Handouts and Reference Books are needed/wanted?  
Gardening with Natives brochures and local downloads  
Fremontias for giving away  
Membership applications  
Reference books to answer questions
- 7) What size CNPS banner/sign is required  
large for mounting on canopy/shade structure  
small for taping/mounting to front of table  
smaller collapsible sign for setting on top of table
- 8) Bouquet of wildflowers or samples of shrub foliage in container for display (you provide – a container of flowers always makes people stop)
- 9) White board easels, collapsible legs for floor display, and markers 2
- 10) Aides: Rocks (hold down papers in case of wind), Tape, shower curtain rings, other?
- 11) Other, such as posters – just ask if something is available from the Chipping garage or if you should provide on your own.