

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?

	<u>Qty in Chipping garage</u>
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.