**Appendix 4: Event Sponsor Shopping List**

**Pre Event Checklist:** Items you may need to prepare or purchase before the party.

**Evangelism:**

󲐀 Adequate gospel booklets, Bibles, New Testaments, or Gospels of John

󲐀 Decision/Follow-up cards

󲐀 Assigned evangelists/greeters

󲐀 Testimonies, presentations

󲐀 Beads and leather string to make witnessing bracelets

**Snow Cone machine:**

**These items may be purchased at www.samsclub.com or www.popcornsupply.com**

󲐀 Ice (you may want to freeze an adequate amount that will fit in the grinder)

󲐀 Syrup (Sam’s Item #250269, 250311, 250297)

**Also try: http://www.snowballsupply.com/snowconesyrup.php**

󲐀 Paper Cups (See popcorn supply or snowball supply)

󲐀 Cleaning supplies (Spray with a 16:1 Clorox solution, rinse liberally; DO NOT IMMERSE)

Popcorn machine Purchase at www.samsclub.com or www.popcornsupply.com

󲐀 Popcorn/oil/flavoring (combo packs are easiest to use) (Sam’s Item #864898)

󲐀 Popcorn bags (Sam’s Item #902595)

󲐀 Cleaning supplies (Sam’s Item #272499)

**Grill:**

󲐀 Charcoal

󲐀 Matches and lighter fluid

󲐀 Hotdogs/hamburgers/buns/condiments or

󲐀 Chicken/rice/beans

󲐀 Plastic ware

󲐀 Plates/napkins

󲐀 Cleaning supplies

**Drink Coolers:**

󲐀 Paper cups

󲐀 Lemonade, Tea, hot chocolate or other drink mix

**Registration:**

󲐀 Registration cards

󲐀 Pens/pencils

󲐀 Hand stamps/ink, or tickets, name tags, other registration verification

󲐀 Registration for Sunday School, VBS, or other event

**Generator:**

󲐀 Gasoline in provided tank. 1 Qt. of 30 weight small engine oil

**General:**

󲐀 Helium Tank with balloon nozzle (Hobby Lobby)

󲐀 Balloons

󲐀 Additional games or rentals

󲐀 Face painting supplies (Hobby Lobby)

󲐀 Additional tents

󲐀 Garbage Cans and trash bags

󲐀 Additional tables and chairs

󲐀 Flat-bed trailer or other stage area

󲐀 Promotional tickets, yard signs, mail outs

󲐀 Door prizes for men, women, boys, and girls

**Day of the Event (Retail store Items):**

**Purchase these items as needed for use on the day of the event.**

󲐀 Ice

󲐀 Water

󲐀 Paper Towels /Napkins

󲐀 Charcoal (Kingsford) one – 20 lb bag minimum

󲐀 Charcoal Lighter / Matches or Flicker

󲐀 Hickory Chips

󲐀 Bacon (2 lb. package)

󲐀 Paper Plates (250 count Pack) get enough for expected attendance

󲐀 Aluminum Pans

󲐀 Forks, Knives, Spoons

󲐀 Instant Tea

󲐀 Name Tags-Use three different colors of “Sharpie” pens.

Example- Red marker…Non-church member Guest…

Black marker…Church members…

Green marker…Event workers…

󲐀 Ketchup & Mustard

󲐀 Buns – Hot Dogs, Hamburgers

󲐀 Bread

󲐀 Packs of Salt/Pepper

󲐀 Meat for the Event (Ex: Grilled Chicken, Spaghetti w/meat balls, BBQ)

󲐀 Scissors

󲐀 Cups – 9 oz

󲐀 Snow Cone Cups - 6 oz.

󲐀 Pre Measured Mega Pop Corn (for 6 oz Kettles)

󲐀 Door prizes for men, women, boys and girls