

## 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](http://www.samsclub.com) or [www.popcornsupply.com](http://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/snowconesyruup.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](http://www.samsclub.com) or [www.popcornsupply.com](http://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