

## EQUIPMENT LIST REMINDER

**You are responsible for providing the following items:**

- ❖ Table Linens
- ❖ Napkins
- ❖ Centerpieces
- ❖ Decorations
- ❖ Bar Set-Up
- ❖ Can/Bottle Openers &/or Cork Screw
- ❖ Ice and Ice Scoop
- ❖ Cooler(s)
- ❖ Dish rags, towels & pot holders
- ❖ Dish Soap
- ❖ Cleaning Supplies
- ❖ Glassware
- ❖ Plates, bowls, cups and saucers
- ❖ Serving plates, bowls &/or trays
- ❖ Silverware &/or serving pieces
- ❖ Coffee pot(s)
- ❖ Tea Kettle
- ❖ Pots & Pans
- ❖ Food
- ❖ Condiments
- ❖ Tea
- ❖ Coffee
- ❖ Beverages
- ❖ Extension Cord (s)
- ❖ Extra trash bags and cans for large parties
- ❖ Step ladder for decorating
- ❖ OTHER supplies needed (SRCA provides the room, tables, and chairs)