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| --- | --- | --- |
| [ ]  | ***Registration supply list:*** |  |
|  | * Forms and information sheets
 | * Flash lights and 2 way radio
 | * Table and chairs
 |
|  | * First Aid kit
 | * Water and snacks for staff
 | * Shelter rules sign
 |
|  | * Markers and sign boards
 | * Paper, pens, clipboards, clips
 | * PPE, disinfectant wipes
 |
|  | * Computers/printers
 | * Crowd Control tape/duct tape
 | * Registration cards and box
 |
| [ ]  | ***Registration supply request list:*** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [ ]  | ***Registration staffing list:*** |  |
|  | * Shelter manager
 | # | Radio: |
|  | * Registration Team Leader
 | # | Radio: |
|  | * Medical Station
 | # | Radio: |
|  | * Security
 | # | Radio: |
| [ ]  | ***Registration staff request list:*** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |