

Suggested Items to have at your safety ID event

1. Paper - 500 sheets
2. CD media and CD sleeves - 100 - 200
3. Sharpie markers (3 per computer)
4. Pre-Interview Forms (100 - 200)
5. Permission Slips
6. Ink Pens
7. Scissors
8. Tape Measure(1 per system) Height Chart (1 per event)
9. Weight Scale
10. Clip Boards
11. Power strip (1 per system)
12. Extension cord (1 for every 3 systems)
13. Alcohol wipes to clean scanner lens (1 per system)
14. Hand Wipes to clean child's hands
15. Extra Ink Cartridges (1 set per system)
16. Event Signs
17. Registration table.
18. Fold up table for systems (2 systems per 6 ft table)
19. Chairs for Volunteers
20. Candy (keep kids happy)

Set up systems 1 hour prior to event and Test all Equipment.

- Make sure paper is loaded and printer is on
- Test extra mouse and keyboard
- Acquire all 10 fingerprints
- Take Photo and Video. Test video to make sure you are getting sound
- Print form and burn a CD

Once everything is tested have volunteers go thru a quick training session.

