**Alumni +Event Supplies**

There are some basic items you should have for every event and then there are others which will be more specific driven by the type of event.

**Always Have on Hand:**

* Crack 'n Peel name badges – *you can request these from Alumni Relations*
* Sharpie pen for name badges
* Sign-in sheet asking for name, class year, guest name
* Wastebasket
* Dartmouth banner/sign

**Optional Items:**

* Green & white pom poms – *you can request these from Alumni Relations*
* Club brochure and/or membership forms
* Bar supplies – *if you are not using a caterer*
* Condiments – *if you are not using a caterer*
* Table cloths – *if you do not get them from a caterer*