



COMMITTEE MATERIALS CHECKLIST

This checklist will remind you of supplies needed for the day of event.

VOTING SUPPLIES:

- Ballot box
- Ballots with presenters
- Pens

TREASURER SUPPLIES:

- Cash box
- Blank check to pay winner (may come from the organization backing your Souper Starz events)

OTHER SUPPLIES:

- Resource board (this could be a 24"x36" piece of paper, a hunk of cardboard, a place on the wall, really anywhere you can place Post-Its)
- Sticky notes
- Email sign up sheet
- Directional signage if location isn't obvious