



LOCATION MATERIALS CHECKLIST

This checklist goes to the event location.

SOUP SUPPLIES:

- **Basics:**
 - Bowls
 - Spoons
 - Napkins/paper towels
 - Cups + drinks
 - Water dispenser/pitchers + water
 - Serving utensils
 - Warmers for soup
 - Soup
 - Crackers
- **Extras (not required):**
 - Coffee dispenser + coffee
 - Cream + sugar
 - Desserts
 - Small dessert plates
 - Rolls + butter

SPACE SUPPLIES:

- Tables + chairs (to seat approximately 100)
- Serving tables + entry table
- Audio equipment (if available)