



**EVENT ASSET CHECK LIST**  
Updated: 10/17/16

<b>Resource Recovery</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>	<b>Quantity Checked Out To Lessee</b>	<b>Quantity Checked In From Lessee</b>	<b>Description/Location of Damage</b>
Zero Hero Tents*	14				
Nifty Nabber Cans	35				
RRR flag banners	89				
Weighted stand for flag banners	6				
Wire recycle center	4				

<b>Chairs/Tables &amp; Coolers</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>	<b>Quantity Checked Out To Lessee</b>	<b>Quantity Checked In From Lessee</b>	<b>Description/Location of Damage</b>
Adirondack Chairs	32				
Metal Folding Chairs	23				
Birchwood Folding Banquet Table – 8ft. (30” x 96”)	4				
Birchwood Folding Banquet Table – 6ft. (30” x 72”)	4				
Cocktail Tables (30” round; 42” pole)	10				
Orange Water Coolers	6				
Coolers	14				
Resin folding chairs	100				
Birchwood Round Tables (72”)	10				

<b>Electrical</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>	<b>Quantity Checked Out To Lessee</b>	<b>Quantity Checked In From Lessee</b>	<b>Description/Location of Damage</b>
Turtle Boxes – 6/ 110 outlets each	8				
Tuff Box Feed Thru 400 Amps 120/208V - 4 x 50A	2				

California style (125/250v)					
50 ft. cords (50 amps)	3				
50 ft. cords (400 amp)	3				
100 ft. cords (50 amps)	11				
100 ft. cord (200 amp)	1				
Tails (400 amp)	5				
Cable ramps – 3 ft.	16				
Other: Patio Heaters	4				

<b>Fencing</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>	<b>Quantity Checked Out To Lessee</b>	<b>Quantity Checked In From Lessee</b>	<b>Description/Location of Damage</b>
Stadium Barricade (8ft/section)	110 sections				
Blue Scrim (ft)	2,000				
Other					

<b>Tents</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>	<b>Quantity Checked Out To Lessee</b>	<b>Quantity Checked In From Lessee</b>	<b>Description/Location of Damage</b>
White Tents* 10 x 10	10				
Avon Logo Tents* 10 x 10	3				
Tent Walls – 10 ft. sections	70				
Tent Weights	60				
Other					

<b>Radios: Serial Number</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>	<b>Quantity Checked Out To Lessee</b>	<b>Quantity Checked In From Lessee</b>	<b>Description/Location of Damage</b>
871TNP09452284/Rec1	0				
871TNP09282284/Rec2	0				
871TNP09242284/Rec3	1				
871TNR28662326/Rec4	1				
871TNR28032326/ Rec5	1				
<b>Sound Equipment</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>	<b>Quantity Checked Out To Lessee</b>	<b>Quantity Checked In From Lessee</b>	<b>Description/Location of Damage</b>

Sound board**	1				
Microphone **	1				
Speakers	3				
Movie Screen	1				
Projector	1				
Scaffolding for Projector	1				
Other					

<b>Signage</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>	<b>Quantity Checked Out To Lessee</b>	<b>Quantity Checked In From Lessee</b>	<b>Description/Location of Damage</b>
VIP Parking (24''X18'')	5				
Vendor Parking (24''X18'')	7				
Event Parking (24''X18'')	7				
No Event Parking (24''X18'')	8				
Westin Guests only (24''X18'')	1				
Information (24''X18'')	1				
Lost Children (24''X18'')	1				
Permit Parking (24''X18'')	6				
Bike Parking (24''x18'')	6				
Entrance (arrow) (24''X18'')	4				
Red Arrow	5				
Lot Closed (24''X18'')	4				
No Smoking (24''X18'')	7				
Recreational Path Closed (24''X18'')	6				
No Alcohol Beyond This Point (24''X18'')	11				
No Event Parking at Library (24''X18'')	6				
No Outside Alcohol (24''X18'')	15				
Taxi Pick up & Drop off (24''X18'')	8				
Rec. Center Patron	4				

Parking Only (24"X18")					
Restricted Site No Entry (24"X18")	9				
Please Prepare for Back Packs & Coolers to be searched (24"X18")	18				
No Outside Alcohol, No Smoking, No Pets (24"X 36")	11				
Prohibited Items: Alcohol, fireworks, etc. (24"x36")	56				
Free water station fill your water bottle here! (24"x18")	1				
Partial park closure – Until 5pm (24"x18")	18				
Greywater Disposal (24"x18")	2				
Other signs					
A-Frames	24				

<b>Keys</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>	<b>Quantity Checked Out To Lessee</b>	<b>Quantity Checked In From Lessee</b>	<b>Description/Location of Damage</b>
Green Room	1				
Piano Room	1				
Stage curtain left	1				
Stage curtain right	1				
Green Room LCD	1				
ADA lift	1				
Stage Power	1				
DMX (original only)	1				
AV on stage	1				

\*All tents come with four (4) tent stakes and should be supported by weights as well

\*\* Cables along with Sound board and microphone