Checklist for Memory Booth Prior to Return

- Table (x1)
- Chairs (x2)
- Rug (shaken out and rolled up)
- Memory Booth sandwich board
- Tent
  - Frame (x1)
  - Peak pole (x1)
  - Tent top (x1)
  - All tent sides (x4)
  - Carrying bag (x1)
  - Stakes (x4)
  - “Share your story” velcro banner
  - “HMFM Memory Booth” velcro banner
- Memory Booth Box
  - Clipboards and Waivers
  - Recording Equipment
    - Recorder
    - Tripod
    - Windscreen
  - Plants
  - Small box with office supplies and Museum info
  - Memory Booth Manual