

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