

## Supply Checklist

Name \_\_\_\_\_ Date \_\_\_\_\_

Is the Gallery running low on any of the forms or supplies? Complete form and place in Housekeeping box.

### Forms (add if less than 10 sheets)

	Low	OK
Activity Report	_____	_____
Art Submission Slip INSIDE	_____	_____
Art Submission Slip OUTSIDE	_____	_____
Artist Consignment Agreement	_____	_____
Artist Inventory	_____	_____
Artist of the Month Guidelines	_____	_____
Attendance Sheets	_____	_____
Bylaws for VGA	_____	_____
Class Registration	_____	_____
Daily Worksheets	_____	_____
Hanging Guidelines	_____	_____
Membership Application	_____	_____
Members Questionnaire	_____	_____
Outside Show Procedure	_____	_____
Sales Receipts	_____	_____
Supply Checklist	_____	_____
Website Guidelines	_____	_____
Workshop Registration	_____	_____

### Supplies

Scrap paper	_____	_____
Bags	_____	_____
Staples	_____	_____
Paperclips	_____	_____
Scotch Tape	_____	_____
Masking Tape	_____	_____
Pushpins	_____	_____
Pens/Pencils	_____	_____
Paper towels	_____	_____
Toilet paper	_____	_____
Hand Soap	_____	_____
Dish soap	_____	_____
trash bags, large w/drawstring	_____	_____
trash bags, small	_____	_____
Mr Clean	_____	_____
Ajax	_____	_____
Lysol spray	_____	_____
Toilet Cleanser	_____	_____
Light bulbs, 65-75 watts	_____	_____