

SUGGESTED ITEMS TO HAVE AT YOUR CHILD ID EVENT

1. PAPER - 500 SHEETS
2. CD MEDIA AND CD SLEEVES - 100-200
3. SHARPIE MARKERS (3 PER COMPUTER)
4. PRE-INTERVIEW FORMS (100-200)
5. PERMISSION SLIPS
6. INK PENS
7. SCISSORS
8. TAPE MEASURE (1 PER KIT) & HEIGHT CHART (1 PER EVENT)
9. WEIGHT SCALE
10. CLIP BOARDS
11. POWER STRIP (1 PER SYSTEM)
12. EXTENSION CORD (1 PER EVERY 3 SYSTEMS)
13. SCOTCH TAPE TO CLEAN SCANNER LENS (1 PER UNIT)
14. HAND WIPES TO CLEAN CHILD'S HANDS
15. EXTRA INK CARTRIDGES (1 SET PER SYSTEM)
16. EVENT SIGNS
17. REGISTRATION TABLE
18. FOLD UP TABLE FOR SYSTEMS (2 SYSTEMS PER 6 FT TABLE)
19. CHAIRS FOR VOLUNTEERS
20. CANDY (KEEP KIDS HAPPY)

SET UP SYSTEMS 1 HOUR PRIOR TO EVENT AND TEST ALL EQUIPMENT:

MAKE SURE PAPER IS LOADED AND PRINTER IS ON

TEST EXTRA MOUSE AND KEYBOARD

GO THROUGH ENTIRE DATA ENTRY AND MAKE SURE ZIP CODES ARE INSTALLED

ACQUIRE ALL 10 FINGERPRINTS

TAKE PHOTO AND VIDEO. TEST VIDEO TO MAKE SURE YOU RECEIVE SOUND

PRINT FORM AND BURN A CD

ONCE EVERYTHING IS TESTED, HAVE VOLUNTEERS GO THRU A QUICK TRAINING SESSION

