**Tour Materials Inventory Checklist**

**Tour Guide Materials**

□ Aprons

□ Head Sets

□ Walkie-Talkie’s

□ Lanyards with Tour Guide Badge

□ Copy of the Peek & Preview Tour Guide script.

**Arrival Materials**

□ Tour Canceled Signs

□ Tour Parking Signs

□ Clipboards

□ Pens

□ Sign-In Sheets

□ Email List Sheets

□ Membership Brochures

□ Maps

**Guest Weather - Materials**

□ Umbrellas

□ Walking Sticks

□ Rain Boots

□ Bottles of Water

**Presentation Materials**

□ Binoculars

□ Bingo Set

**Other**

□ Bird Seed

□ First Aid Kits

□ Emergency Situation Information: Site Addresses