

## **RAINIER AUDUBON MATERIALS FOR SPRING 1997 COUNCIL**

3/4/97

### Sent with Council Registration Information:

Council information overview page  
Registration form page  
Bill and Glen info page  
2 pages from Jan. 1997 "Population and Habitat Update" Newsletter  
"Resources" brochure from Population Dept.

### Sent with Council Registration Confirmations:

Council information pages  
Draft Field Trip Agenda  
Draft Council Agenda

### Include in Attendee Folders:

Council Agenda  
Field Trip Agenda  
Writing Paper for note-taking  
April issue of "Heron Herald"  
March issue of "Population and Habitat Update"  
"Population and Habitat" fact sheet  
"Resources" brochure from Population Dept.  
List of attendees, showing chapter/org, address, phone, fax and e-mail information  
Council information pages  
Map of Visitation Center  
Rhododendron Garden card  
Map of Federal Way area

### At Registration Table:

Printout of Attendees  
Extra registration forms  
Attendee folders  
Extra Agendas  
Council information pages  
Nametags  
Field Trip Signup sheets  
Chapter report signup sheets  
Calculator  
Money Box with cash to make change  
Receipt Book  
Writing Paper  
Pens/Pencils  
Stapler/extra staples  
Paper Clips  
Adhesive tape  
South King County telephone book  
Map of Visitation Center  
Map of Federal Way  
Message Board

Meeting Room:

Microphone  
Podium  
Slide projector  
Overhead projector ?  
Screen  
Pointer ?  
Stopwatch for council timekeeper  
"x" minute and "x" seconds signs for council timekeeper  
Extension cords  
Table for host chapter to display info  
Table for invited speakers to display info  
Table for other chapters to display info

Other:

Camera  
Videocamera

Social Hour:

Liquor License  
Glasses  
Beer  
Wine  
Ice  
Other?  
Donation Sign/Jar

Banquet:

Decorations for x tables