**Office supplies**

Envelopes - #10 size (500)

Envelopes - 9" x 12" or 10" x 13" (100)

Labels - mailing, 1" x 2 5/8" (3000 labels)

Markers - Permanent - Large tip - Black (25)

Markers - Multicolored (20 packs)

Poster board - 22" x 28" white/colors (30 sheets)

Paper - Photo quality (300 sheets)

Paper - Cover stock, ivory or gray (250 sheets)

Paper - Construction paper, various colors (600)

Glue Sticks (250)

Scissors (250 pairs)

Printer cartridge - black - HP 96 (4)

Printer cartridge - tri-color - HP 97 (3)

**Paper products**

Zipper gallon bags (100)

Paper plates (500)

Cups - 6-12 oz (1000)

Napkins (4 packs)

Plastic forks, spoons, knives (500 each)

**Food/Drinks**

Dinner—Wednesday at seminar (50 people)

Breakfast - Thursday at seminar (80 people)

Lunch - Thursday at seminar (80 people)

Dinner for Saturday night (300 people)

Pop - Regular, Diet, Caffeine Free (25 cases)

Bottled Water (40 cases)

Juice boxes (300)

Granola/Cereal bars (500)

Fruit - apples, bananas, oranges (300 total)

Snack bags - chips, pretzels, crackers, cookies, etc. (600 individual sized bags)

Snack items - full size - chips, pretzels, popcorn, cookies, etc. (20 bags/packs)

Freezer pops - ex. Pop Ice - (300)

Candy - Individually wrapped – gum, skittles, starburst M&Ms, etc. (1000 pieces)

Cookies - bakery style (600)

**Other supplies**

Stamps (300)

iTunes Gift Cards (Media) $25

Staples/Office Max Gift Cards

Laundry Detergent (2 bottles)

First Aid Kits (3)

Face paint - red, yellow, blue, green,(5 tubes each)