

WEEKLY PRINTING CHECKLIST

MONDAY

- ☐ Note cards for kids
- ☐ Note cards for volunteers
- ☐ Birthday cards for kids
- ☐ Birthday cards for volunteers

WEDNESDAY

- ☐ New Guest Registration Cards
- ☐ One Time Guest Registration Cards
- ☐ Change of Information Cards
- ☐ Incident Reports
- ☐ New Guest Bags Printables

THURSDAY

- ☐ Small Group Rosters
- ☐ Area Checklists for Service Coordinators
- ☐ Count Sheets for Services

WHEN NECESSARY

- ☐ Reorder staff business cards