

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