

List of Supplies Needed at Each Station

You might need a **Waiting area**: coat rack & 3 chairs

Intake area: 2 chairs, small table, prepared 3 x 5 cards with ID #'s, pens, file folders, Physical Description forms, sheet to keep a list ID #'s.

Physical Description area: 2 large tables, 5 chairs, ladder & large sheets, quilt display, lights, camera, tripod, extra batteries, Pigma pens and regular pens, quilt labels, muslin strip or prepared loops (grograin ribbon?) and silk pins, carpenter measuring tape and small ruler to measure # of stitches per inch.

Paperwork Area: Small table and 3 chairs, Quilt Maker/Owner and Quilt Background/History forms, extra paper and pens.

Recording Area: 2 large tables, 4 chairs, scanner, audio equipment, Release form, pens.

Check out Area: Table and 4 chairs, pens, Pigma pens, and hand outs.