

Sample Inventory Listing (18 Participants)

Bins to come into the facility on Sunday

All supplies in bins #1-9 and items carried separately will remain inside for entire event.

Bin # 1 – Housekeeping Items

- (1) Large coffee maker (Buddy Lewis)
- (1) Box of coffee filters - Amazon
- (12) Plastic pitchers - for serving drinks- Amazon
- (12) Plastic tablecloths for use on preparation tables - Amazon
- (12) Boxes of Kleenex for use in Community Room and Chapel - Amazon

Bin # 2 – Miscellaneous Items

- Easel or Tripod for holding talk posters - Amazon
- Extension cords (25' in length) - Amazon
- 3-legged stool (wooden with detachable legs – used for talks) – Kairos Supply Order
- (38) Copies of the Introduction questions for team and participants for use on Sunday night
- (1) Box black sharpie markers- Amazon
- (36) Kairos songbooks – Kairos Supply Order – We have 24- we need 12.
- (18) Kairos Outside packets (Contain information on how inmates can send their loved ones to Kairos Outside. Each manila envelope contains an application and other information.) - Tina

Bin # 3 - Agape

- Decorated placemats (In folders – separated by day) - Kevin
- Decorated posters for the walls - Kevin
- Prayer Chain: strips of colored paper that will form a paper chain with names of people praying for the Weekend - Kevin
- Prayer Vigil – sheets of paper with names of people praying for the Weekend - Kevin
- (3) Rolls of masking or blue tape (To hang things on the walls) - Amazon
- (2) Rolls of scotch tape - Amazon
- (1) Stapler with staples for putting together the prayer chain - Amazon
- (1) Pair of safety scissors - Amazon

Bin # 4 – Chapel Supplies

- (3) Plastic bowls for the Forgiveness Service - Amazon
- (36) Hand towels for Forgiveness Service - Amazon
- (50) Sheets of Rice Paper for Forgiveness Service – Kairos Supply Order
- (1) Bible for Chapel podium - Amazon
- (3) Small hand-held wooden crosses for table chapels - Amazon

- (3) Small battery-powered candles for tables during chapel time - Amazon
- (3) Medium-sized wooden crosses for tables during chapel time - Amazon
- (1) Chapel podium binder – notebook with all meditations and reading for chapel time
- (18) Bibles — one for each inmate, given to them on Wednesday to keep (God's Word — Your Journey to Freedom) – Kairos Supply Order
- (18) Leather Kairos crosses with breakaway chains — one for each inmate, given to them on Wednesday to keep – Kairos Supply Order
- (1) Battery-operated candle for Chapel, used during the Forgiveness Service - Amazon
- (3) Plastic pitchers for water – use during Forgiveness Service - Amazon
- (1) Fancy table runner for use during Forgiveness Service- Amazon
- (1) Large spoon for stirring water during the Forgiveness Service - Amazon
- (42) Freedom Guides – one for each participant and volunteer – Kairos Supply Order
- (42) Prayer and Share cards – one for each participant and volunteer – Kairos Supply order

Bin #5 – Snacks/Supplies (will be in the original boxes they came in when purchased)

- (80) Individually wrapped muffins or donuts (snacks for morning) - Amazon
- (80) Individually wrapped snacks (chips or similar) for snacks in afternoon - Amazon
- (104) Individually wrapped desserts – for lunch on Tuesday and Wednesday. Dessert to be provided on Monday by Chick Fil A. (Amazon)
- (90) Individually wrapped packages of cookies — one bag for each inmate, distributed at the end of each day on Sunday, Monday, and Wednesday; plus two bags distributed on Day 3 (Tuesday) one for the inmate and one to be given to another inmate they hold in unforgiveness - Amazon

Bin #6 – Snacks/Supplies Continued

- (1) Box of plastic gloves (Food handling)
- (3) Large canisters of lemonade powdered drink mix
- (3) Large canisters of tea-flavored drink mix
- (12) 1-lb. bags or (6) 2-lb. canisters of coffee
- (1) Box salt packets
- (1) Box of pepper packets
- (1) Box of mustard packets
- (1) Box of mayonnaise packets
- (1) Box of ketchup packets
- (1) Box of pepper sauce packets
- (1) Box of sugar packets
- (1) Box of cream packets
- (1) Box of artificial sweetener packets

Bin # 7 – Table Supplies

- (3) Table Plaques – Plastic Frame with paper insert – Matthew, Mark, Luke
- (48) Ballpoint pens (stick-type)
- (42) Name tags in a plastic sleeve with neck cord or clip
- (27) small notebooks – non-spiral bound
- (3) packages of colored markers – one package for each table family
- (3) packages of colored pencils – one package for each table family
- (48) Sheets of poster board
- (5) Copies of the questions for “The Wall” talk
- (2) Boxes of pencils

Bin # 8 – Leadership/Administrative Supplies

- (4) Kairos Inside Program Manuals
- Talk binder (Binder containing all talks for the Weekend)
- Weekend Leader’s Binder
- Observing Leader’s binder/folder
- Advising Leader’s binder/folder
- Music Director’s binder/folder – contains sheet music for event

Bin # 9 – Medical Supplies

- Sodium chloride 5% hypertonic ophthalmic solution, 0.5 fl. Oz
- Nitroglycerin
- Symbicort, 80 mcg
- Sumatriptan 25 mg tablets
- Hyoscyamine 0.125 mg sublingual tablets
- (1) Box of Tylenol — 50 individual packets, two tablets each
- (1) Box of Aleve — 60 individual packets, one tablet each
- (2) Boxes of Pepto-Bismol — 24 caplets each
- (1) Container of Tums — 60 chewable tablets
- (30) Individual packets of Claritin — 1 tablet each
- (1) Bag of cough drops — 160 drops

Items to be carried into the facility individually – not in a bin
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- (1) Keyboard: MOSEN Digital Piano, 88-key weighted keyboard with hammer action, portable electric piano set with X stand, recording headphone mode, sustain pedal, and music rest

- (15) Cases of bottled water — 4 oz.
- (2) 5-gallon jugs of water for mixing lemonade and tea

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This bin will be brought in on Day 3 (Tuesday) only.

Bin # 10 – Agape Letters

- (18) Decorated paper bags with letters to inmates in unsealed envelopes — each bag will contain twenty-four letters

Items to be provided by FCI Coleman Low for the event:

- (1) Case of Styrofoam cups/ cold cups
- Napkins
- Paper towels
- Paper or plastic plates
- Sporks
- Paper bowls if needed
- Toilet paper
- Garbage bags
- Ice
- (3) Tables (60" or 72" round)
- (3) Tables (6ft or 8 ft long)
- (4) Large Igloo coolers for mixing lemonade and tea
- (52) Chairs for entire event
- (10) Chairs for closing on Wednesday
- (2) Podiums (One for each end of the room)
- Sound system and microphones
- Large Wooden Cross

Food deliveries for lunch – 12:30 each day

To be delivered by vendor with time stamped preparation information provided.)

Monday

Chick-fil-A

- *(52) Box lunches with a chicken sandwich/chips/cookie*
- *(30) Individual chicken sandwiches – each inmate will receive an additional sandwich, plus we have included extra sandwiches for volunteers who want two and others (staff) who may be present.*

Tuesday

Marco's Pizza

- *(20) Pizzas*

Wednesday

Oakwood Grill and Smokehouse

- *(52) Chicken dinners that will include:*
 - *Smoked chicken*
 - *Macaroni and Cheese*
 - *Green beans*
 - *Garlic toast*