

Today's Date: _____ Ensure all new clients complete paperwork (liability forms)

Client Name _____

Number of adults and children

Adults:

Children (ages):

Check if need	Check if received	(do they need air mattresses?)
Silverware		2 each per person in the family, 3-4 each if single, max 8 per
Sharp Knives		
Serving/Cooking Utensils/Whisk		(circle if rec'd) pitcher, salt & pepper shakers, thermos
Measuring cup/spoons		(circle if rec'd) Kitchen scissors, coasters
Strainer		
Pizza Cutter/Potato Peeler/Can Opener		
Cutting Board		
Dish set		1 set per family, random other if needed
Glass set		1 set per family, random other if needed
Mugs		1-2 per person
Coffee Maker/Pot		
Toaster		
Crockpot or toaster oven		Do not always have
Microwave or vacuum		Do not always have
Pots and pans		Larger family total of 3-4 - 2 new. 2 used. Single or 2 - 2-3 pots, smaller
Baking Pans		1 - 2 per family
Large bowls/ casserole dishes		2-3 for family 1-2 for single
Mattress cover		Half as many as have beds (if 4 beds, 2 covers)
Sheet set w/pillow cases		as available, one each per bed
Comforter / Blanket		depending on supply, one comforter per bed / limit blankets
Pillow		one pillow per person in the household
Dish Towels/Pot holders		1 - 2 depending on supply
Shower curtain w/ hooks		inside curtain, outside curtain, rings (if more than one bathroom, can have two if good inventory)
Bath towel		1 per person (depending on supply, can have some new)
Hand towel, washcloth, bath mat		1 per person (check for new / can have some new)
Trash can		1 large and one small
Lamps		If a good supply, 2. Otherwise 1.
Wall Art/Mirror		Up to 4 pictures (depending on supply), 1 mirror
Alarm clock radio		Can have more than 1 depending on inventory
Iron/ironing board		rarely have irons or ironing boards
Curtains		
DVD player		rarely have (circle if rec'd) used DVDs
Hangers		
Toiletries		What makes sense for # in family, genders, ages of children
Cleaning kit (and xtra supplies if have)		All get one cleaning kit / mop and broom if available
Underwear and socks		Two pair each for adults

IF HAVE CHILDREN

Kids clothing		as much as needed
Random items we might have		such as suitcases
Underwear and socks		Three pair each child unless getting birthdays at that time or soon
Baby items		As needed from the baby room (reasonable). 1 sleeve diapers/1 pk wipes.
Used books and toys		in the closet; kids can have as much as they want
My Birthday Matters Program		If we have not already done so, please discuss
(fall/winter) Kids' coats, Xmas tree		
Backpacks with school supplies		Consider timing of MBM