

APPROVED DECORATION LIST

Crepe Paper

Balloons

Strings of Lights

Tablecloths

Wreaths, Swags, Topiaries, Floral Arrangements, Candle Rings

Yards Of Lace, Toile, Satin, Velour, Etc. For Draping

Pearlized Marbles for Vases

Floating Candles

Candelabra or Tiered Candle sticks (All candles must be contained in a protective manner)

Folding Screens or Tabletop Easels for Photographs

Braided Silk Cords or Ropes

SUGGESTIONS FOR ATTACHING YOUR DECORATIONS TO THE DUCK POND ACTIVITY CENTER:

Ribbon or fishing line

Painters Tape for securing to walls or woodwork

Straight Pins to secure ribbon or flowers to table covers only

**PLEASE DO NOT USE STAPLES, PINS, NAILS, TACKS, TAPE, 3M
COMMAND STRIPS, STICKY TACK, OR ANYTHING THAT MAY MAR
OR DAMAGE THE WOOD TRIM, WALLS, DOORS, OR ANY OTHER
FINISHED SURFACES WITHIN THE ACTIVITY CENTER**

Attachment #2

Duck Pond Activity Center Inventory

<u>Quantity</u>	<u>Item</u>	<u>Location</u>
60	Chairs	
12	Tables (6 – 42”x 42” and 6 – 30”x 60”)	
1	Projection Screen	janitor closet
3	8 ft. banquet tables	small room
20	Folding chairs	small room
2	45 gallon trash cans on wheels w/lids	small room
1	40 Cup Coffee Brewer	kitchen cabinet
1	12 Cup Coffee Maker	kitchen counter
2	Vinyl mats to protect flooring	kitchen cabinet
1	Lamp	kitchen counter
1	Paper Towel Holder	kitchen counter
2	Pump Pots for Beverages	kitchen cabinet
	Vacuum w/attachments	in closet
	Broom and dust pan	in closet
	Mop and Bucket	in closet
	Cleaning supply bucket with cleaners	in closet
	Audio Speaker with microphone	women’s bathroom cabinet

The Activity Center is equipped with an:

Automatic Electronic Defibrillator (AED) on wall by janitor closet

The Activity Center is equipped with these supplies: on/under the kitchen sink

Dish washing detergent
Hand soap
Sponges
Additional roll of paper towels
Additional tall kitchen trashcan liners
Additional 45 gallon trashcan liners

The Activity Center is equipped with these appliances:

Refrigerator with ice maker
Microwave

6/25/2020