

Samples of Office Inventory: Office inventories should be taken right after taking over office, and then once a year with an itemized list provided to either the Chamberlain, Seneschal, or Exchequer depending on your local group structure.

Please note: The following list is based on our own group's inventories. Yours may differ somewhat. This list is offered here as suggestions that you may wish to incorporate. If you've found other things useful, please share your ideas with us!

General Office Supplies:

- plastic envelope with colored blank paper (1)
- Clear storage box with Office related supplies: (2 doz.) Pens, (1) calligraphy pen, (1) highlighter, (1) tape roll, (2) glue sticks, push pins, paper clips, safety pins.

Demo Supply Box (one clear plastic box):

- Sponsorship Packet (for distributing to potential demo sponsors) (3): (3) copies of local articles, (3) local group brochures, (3) letter of reference/thank you notes, (3) local group specific demo information (things you can do, when you can do it, how group decided to accept sponsorship)
- blank local group letterhead stationary (50)
- Large plastic sign holder (4)
- Med. Plastic sign holder (1)
- Sm. Plastic sign holder (8)
- Gold Key Heraldic Sign in Lg. Plastic holder
- clipboard with newcomer sign-up and newsletter labels (2)
- Forward into the Past booklets (25)
- SCA & your Teenager booklet (5)
- Bookmarks with group heraldry and contact info (approx. 50)
- bag of highlighters and markers (5 each type of pen)
- bag of Ballpoint pens (15)
- bag of assorted office supplies: paper clips, push pins, rubber bands, clothes pins, matches, scotch tape, glue stick.
- Copies of the "Complete Anachronist"
- Sm. Envelope with various display signs (1)
- Back issues of Touraments Illuminated
- Banner poles with heavy green bases (2)
- Society for Creative Anachronism banner (1 vinyl)

Gold Key Loaner Garb:

In good condition-

- women's Cotehardie and tunic dresses
- drawstring pants

- girls tunic dress
- long sleeved purple tunic
- full circle cloak
- black leather belt

Needs repair-

- woman's tunic dress

Loaner Feast Gear:

- Wooden bowls (4)
- wooden plates (4)
- utensils (4 of each)
- wooden cups (4)
- cotton napkins, white (4)
- Tablecloth (40X60, maroon)
- small glass taper holder (2)

Newcomer Outreach Materials (in box with general office materials):

- folders for newcomer's packets (10)
- patterns for basic tunic (5)
- Sign for Newcomer's Meeting (2)
- Newcomer interest/info request forms (approx. 100)
- Local Group Brochure (approx. 50)
- Garb styles mini-class materials: (10) handouts w/ pictures of garb styles, (10) handouts about basic sewing terms and thoughts about material choices
- Newcomer packet Materials: (10) welcome to the SCA handouts, (10) Welcome to Aethelmearc handouts, (10) local group brochures, (10) It's fun to play in the SCA handout, (10) forward into the past booklets.
- Persona development worksheets (10)
- Heraldry worksheets (10)
- Knowne World Handbook
- Marshal's Handbook
- Armor construction booklet

Hospitality Box for event tables (one clear plastic box):

- Tablecloth (1, 20X40, brown)
- white plastic folding table (1)
- Sm wooden chest for extra amenities: sewing kit, extra buttons, sample toothpaste, deodorant, soap, toothbrush, suntan lotion, bug spray.

- knife (1)
- cutting board (for snack at the table)(1)
- basket with napkin (for crackers) (1)
- Hot drinks: Cocoa, tea (herbal and regular), coffee (regular and decaf., a box of singles packets in nice), and creamer.
- Cold drinks: powered lemonade or gatorade, crystal lite (again here, singles packets are nice to use).
- Sugar and sugar substitutes. (note: some people so have allergies to Aspartame, so offer more than one kind of sugar substitute.)
- Paper Napkins
- Disposable cups
- Extension cord
- Sometimes supplemented with items from the Demo box