

# Fundraising Stall Checklist - What Do You Need to Bring?

If you're running a fundraising stall for The Orangutan Project, there are a number of items you'll need to bring with you. You will need to order merchandise, fact-sheets, banners etc via the [Volunteer Manager](#).

For equipment such as tables, marquee etc, you can purchase these items if you're planning to do a number of stalls, or you can use the local TOP Volunteer Team's resources (if there is a local team).

## Order via the [Volunteer Manager](#).

- Merchandise:
  - KeelEco recycled plastic small toys
  - Leif's books (two different titles)
  - T-shirts
  - Hoodies
- Brochures & Flyers
- Banner
- Tablecloth

## Buy or use existing TOP volunteer team equipment:

- Marquee including tarp (if your stall is outdoors)
- Marquee weights (if outdoors)
- Folding table (some venues will provide - check with them)
- Chairs
- Trolley (to transport goods from your car to the stall)
- Box / pencil case of pens, scissors, clips, cable ties, sticky tape, blu tac
- Lanyards and blank name tags for volunteers (leave lanyards in the kit to be shared)
- SumUp machine (make sure it's charged for at least 24 hours before)
- Donation boxes
- Cash box
- Float (€ 50 in mostly coins and some fives)
- Stands for books, brochures, etc.

## Printed Materials:

- Volunteer / newsletter sign-up form
- Incident and injury form - printed out
- Volunteer roster (for larger events and festivals)
- [TOP Talking Points Guide](#)