

## Weekend and Facility Supply List

### Admin. Box Contents

Subject	Provide	Source	Folder	Quantity
<b>Items used Friday</b>				
Posters (Direction)	As Required	Facility Couple	1	6
Posters (Info)	As Required	Facility Couple	2	6
Registration Form	As Required	Facility Couple	3	35
Prayer Letters	As Required	Community	4	A/R
Friend Letters	As Required	Community	5	A/R
Phone/Knock Cards	As Required	Facility Couple	6	4
Name Tags & Meal Tags	As Required	Facility Couple	7	A/R
Stationary (paper/envelopes sets)	As Required	Facility Couple	8	A/R

### **Weekend Handouts**

Extended Dialogue Handout (Couples)	1 per person	Facility Couple	9	70
Extended Dialogue Handout (Priests)	1 per person	Facility Couple	10	4
Financial Envelopes (small)	1 per sacrament	Facility Couple	11	35
Help Sheets	1 per sacrament	Facility Couple	12	35
New World Song Sheets	1 per couple	Facility Couple	13	35
Order of the Mass Booklet *	30 copies	Facility Couple	14	A/R
* Mass booklets are to be reused each weekend. Print on cover stock when needed.				
Invitation to Reunion**	1 per couple	Team Couple	N/A	A/R
** Additional copies required for community/prayer couples attending sing-out.				

### **Packets To Take Home**

Family Dialogue (2 sides)	1 per packet	Facility Couple	15	35
Scripture Dialogue (2 sides)	1 per packet	Facility Couple	16	35
M/E Trifold (info/registration)	2 per packet	Exec Couple	17	35
Prayer Couple Trifold	2 per packet	Exec Couple	18	35
Dialogue Companion	1 per packet	Supply Couple	19	35
M/E Logo Stickers	2 per packet	Supply Couple	20	35
M/E Buttons	2 per packet	Supply Couple	21	35
Upcoming W/E Dates	2 per packet	Facility Couple	22	35
Matrimony Magazine Sample	1 per packet	Exec Couple	23	35
Harbor Spirit Sample	1 per packet	Supply Couple	24	35
Name Tag Order Forms	2 per packet	Facility Couple	25	35
wwme.net Home Page Sheet	1 per packet	Facility Couple	26	35
M/E Notebooks	2 per packet	Supply Couple	27	70
List of presenting team names, addresses, phone, e-mail.	1 per packet	Team couples	N/A	A/R
Invitation to Inviting Event	1 per packet	Team couples	N/A	A/R

### **Other Materials**

Recommitment Words for Couple/Priest	1 copy	Facility Couple	28	1
Weekend Music (CDs/Tapes)	1 copy	Exec Couple	29	1

**Items Needed on the Weekend**

Banners	Community	A/R
CD Player	Facility Couple	1
Candles	Supply Couple	24
Weekend Workbooks/Pens	Exec Couple	70
Prayer Couple Sign-In Sheet	Facility Couple	1
Bible	Facility Couple	1
Basket for Offering	Facility Couple	1
Mass Kit	Team Provides	1
Priest Vestments	Team provides	1
Microphone & Amplifier	Team Provides	1

Note:

1. Packet items are to be placed in the take home envelopes prior to the weekend.
2. After packets are completed, only a small quantity of these items are to be in the admin box.
3. Facility Couple items reproduced as required by Facility Couple.
4. Supply Couple Coordination - Charlie & Joanne Haitmanik
5. Exec Couple - Fred & Kathy Passauer