

# Troll Check-List

- **Sign-In Sheets** (*Recommended on Legal paper; can be letter but will be small*)
  - At-the-Gate Sign-In Sheets
  - Preregistration Sign-In Sheets
  - Troll Add-On Sheet
  - Dog Sign-In Sheet
  - After-Hours Sign-In
- **Waivers**
  - Adult Roster-Style Waiver
  - Single Child Waivers
  - Family Waivers
  - Equestrian Waivers (if necessary)
- **Money Paperwork**
  - Cash Chain of Custody (Count Sheet)
  - Event Pull Sheet
  - End of Event Reconciliation
- **Miscellaneous Paperwork**
  - Preregistration Cancellation List
  - Feast Waitlist
- **Signage**
  - Harassment & Bullying Policy
  - Price Sheet
  - "Cash or Check Only" Sign
  - "Membership Card" Sign
- **Supplies**
  - Cash box
  - 2-Part Receipt Book
  - Pens (Don't use pencils!)
  - Sharpies & Highlighter
  - Clipboards
  - Tape
  - Self-Adhesive envelopes
  - Scissors
  - Post-it Notes
  - Scrap Paper/Notebook
- **Recommended Organizational Supplies**
  - 2 legal sized binders (Sign-In Sheets)
  - Binder for Minor waivers
  - Binder for financial paperwork and miscellaneous paperwork