

APPENDIX 3 *VIPP material requirement form*

NAME OF EVENT: _____

VENUE: _____

NUMBER OF PARTICIPANTS: _____ DATES: _____

PARTICULARS	SIZE	QUANTITY				
		White	Pink	Yellow	Blue	Green
1. Pin boards	Working area about 119 cm x 146 cm (47" x 57.5")					
2. VIPP cards						
Rectangle	10 cm x 20 cm (4" x 8")					
	10 cm x 30 cm (4" x 12")					
	14 cm x 56 cm (5.5" x 22")					
Circle	9 cm dia. (3.75" diameter)					
	14 cm dia. (5.5" diameter)					
	19.5 cm dia. (7.75" diameter)					
Oval	11 cm x 19 cm (4.3" x 7.5")					
Card stock sheets (optional)	About 56 cm x 70 cm (22" x 27.5")					
3. Dots (stickers)	13–16 mm (1/2"– 5/8") (other sizes optional)	Red:				
		Blue:				
		Green:				
4. Markers (bevelled edge preferred)		Black:				
		Blue:				
		Red:				
		Green:				
5. Pins	13 mm (1/2")					
6. Liquid glue	120 ml/4 fl. oz tube/bottle					
7. Masking tape	2.5 cm (1") wide roll 5 cm (2") wide roll					
8. Wrapping paper	About 120 cm x 145 cm (48" x 57") Purchase a large roll and cut to exact needs					
9. Ruler/scale	1 metre or 3 ft					
10. Scissors						
11. Flip-chart paper	About 67 cm x 99 cm (26.5" x 40")					
12. Flip-chart stands						
13. Name tags						
14. LCD projector and laptop						
15. Digital camera						
16. Other items						