

2024

NEIGHBORHOOD EQUIPMENT INVENTORY



PREPARED BY

City of Spokane's Office of Neighborhood Services



Inventory Information:

Who can check out these items:

These items are available for check out for active neighborhood councils recognized by the City of Spokane, Community Assembly and their affiliated committees.

Check Out Policies:

Neighborhoods wishing to check out items for their events can fill out the Inventory Check Out Google form, which can be accessed on the Community Engagement Grant web page or by clicking this [link](#). The contact listed on the form will be notified if their items are available and what the pick-up process entails. A check-out form must be completed a minimum 72 business hours in advance in order for City staff to respond. *Requests submitted during the weekend will be responded to the following Monday.*



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Inventory

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Planning Your Event

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1. Pop-up tent (10 ft. x 10 ft.). *Quantity in inventory: 2*
 2. Folding Chairs. *Quantity in inventory: 30*
 3. Tables (6 ft. long, folding and non-folding). *Quantity in inventory: 11*
 4. PA Speaker with corded microphone (require electricity plug-in to operate). *Quantity in inventory: 2 speakers, 2 plug-in microphones*



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5. Hi Vis Vests. *Quantity in inventory: 5*

6. Popcorn Machine (salt, oil and bags may be in stock).

Quantity in inventory: 1

7. Extension cords. *Quantity in inventory: two 50 ft. cords, three 100 ft. cords*

8. Orange traffic cones. *Quantity in inventory: 4*

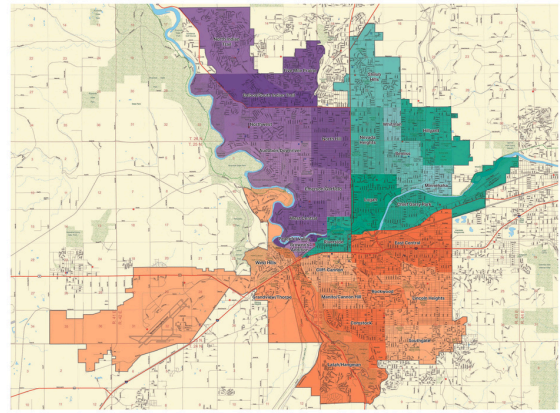
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**SPECIAL
EVENT
TODAY!**

Hosted by your
neighborhood
council!



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9. A-Frame Signs (fits 2' w x 3' h inserts) with Special Event inserts. *Quantity in inventory: 4 a-frames, 8 inserts*
10. City Maps. *Quantity in inventory: 8 (2 of city, 2 of each district)*
11. 100 cup capacity Coffee Maker (cups & coffee not included). *Quantity in inventory: 1*
12. Igloo coolers on wheels (5 gallons). *Quantity in inventory: 3*



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13. 12 in. spinning wheel. *Quantity in inventory: 1*
14. Folding Wagon (collapsible). *Quantity in inventory: 3*
15. ECOFLOW Portable Power Station 3600Wh DELTA Pro.
Quantity in inventory: 1
16. Special Event flags (10' h x 2.5' w). *Quantity in inventory: 4 flags, 2 ground stakes, 2 cross stands with water weights*

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17. Inflatable Screen 30ft Screen (Air Blower, Supports Front and Rear Projection). *Quantity in inventory: 1*
18. 120W Portable Bluetooth Outdoor Speaker (Karaoke Microphone, Water Resistant, Radio, & USB Charging). *Quantity in inventory: 2*
19. 1080P Projector (4K Support, 800ANSI 5G WiFi Bluetooth capable). *Quantity in inventory: 1*
20. Adjustable stand for projector/OWL camera/laptop. *Quantity in inventory: 1*



Planning for your event...

Based on which type of event or meeting your council or committee are planning, below are suggestions on inventory items to check-out.

Block Party: Pop-up tent, tables, chairs, portable speaker, special event flags and a-frames, igloo coolers, portable power bank, orange cones, folding wagon, popcorn machine.

Clean-Up event: Pop-up tent, tables, chairs, portable speaker, special event flags and a-frames, igloo coolers, portable power bank, safety vests, orange cones, coffee maker.

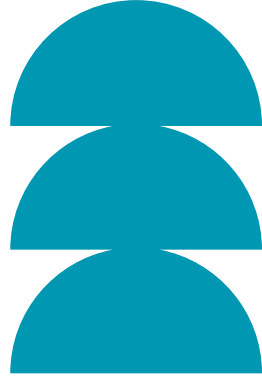
Concert: Pop-up tent, table, chairs, special event flags and a-frames, igloo coolers, extension cords, PA Speaker with corded microphone.

National Night Out Against Crime: Pop-up tent, tables, chairs, portable speaker, special event flags and a-frames, igloo coolers, spinning wheel, portable power bank, folding wagon, popcorn machine.

Monthly Meeting: Igloo coolers or coffee maker.

Planning for your event...

Based on which type of event or meeting your council or committee are planning, below are suggestions on inventory items to check-out.



Movie Night: Pop-up tent, tables, chairs, portable speaker or PA speakers, special event flags and a-frames, igloo coolers, portable power bank or extension cords, movie screen, projector, projector stand, popcorn machine.

Park Gathering: Pop-up tent, tables, chairs, portable speaker, special event flags and a-frames, igloo coolers, portable power bank, folding wagon, popcorn machine.

Farmers Market/Tabling Event: Pop-up tent, tables, chairs, spinning wheel.



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