PRODUCTION STAGE MANAGER'S KIT INVENTORY

	Batteries – 9v , AA
	Clock / Timer
	Crescent Wrench
	Erasers
	Flashlight
	Hair Pins
	Hammer
	Highlighters – 3 colors
	Hole Punch
	Hole Punch – 3 hole
	Lighter
	Matches
	Multi-tool – "Leatherman"
	Nail Clipper
	Needle & Thread
	Paper clips
	Pencil Lead refills
	Pencil Sharpener
	Pencils – colored
	Pencils – Package
	Pens
	Post-it
	Post-it Tabs
	Push pins
	Q-Tips
	Rubber Bands
	Rubber Gloves
	Safety Pins
	Scissors
	Screwdriver – Phillips
	Screwdriver – Slot
	Sharpie – 4 colors
	Staple Remover
	Stapler
	Staples
	Stopwatch
	Super Glue
	Tampons
	Tape dispenser
	Tape refills
	Tape - Glow
	Tape – Spike – 6 colors
	Tape -Gaffers
	Tissues
	Utility Knife
	Watch Battery
	White Out
	White Glue

- Check those items that you have.
- Highlight those that need to be procured and give to the Production Manager or Program Administrator.