

Fit Feet Standard Supply Check List

Standard Supply Item	Comment	Quantity Recommended	Station(s)
Signage--Fit Feet Banners	If this is a first-time Fit Feet event, 2 banners will be shipped to the Program; contact Meg van der Hilst (mvanderhilst@specialolympics.org)	2	Check-in
Signage--labeling station numbers	Check-in, check-out and Stations 1-2	1 of each sign	All
Plastic bags/bins	For athletes to store shoes and socks during screening	1 per anticipated athlete screened	Waiting area
Knee pads or foam pads	For clinician comfort during exams	1 per clinical volunteer	Foot exam & foot sizing
Non-latex gloves--medium, large, & extra large		8 (max # of clinical vol.) X 1/3 # of anticipated athletes = # of gloves needed	Foot exam & foot sizing
Tape measurer	Optional; to mark off a 20 feet long space/line for gait analysis	1	Gait analysis
Brannock shoe measuring device	2-adult female 2-adult male 2-child	6 (~100 athletes)	Foot sizing
Decorations	Balloons, foot-related signs and posters, footsteps for floors/decoration and to map out where to go next (in lieu of directional arrows)		All
Shoe covers or Slippers (disposable)	Athletes will be walking barefoot for some time	2 shoe covers or 1 pair of slippers per athlete	Waiting area
Athlete Giveaways	Sneaker balls, shoe laces, lock laces, pedometer, shoes, socks, etc.	1 per anticipated athlete screened	Check-out
GENERAL SUPPLIES			
Trash bags (large)	Tape on side of each table per station	3 for each station	All
Clipboards	Only if tablets are not used	20 (~100 athletes)	Check-in
Hand sanitizer	Wet wipes or liquid	3 of each	Foot exam & foot sizing
Disinfectant wipes	To wipe down surfaces	1 to 2 containers	Foot exam & foot sizing
Paper clips & zip ties (large and small)		2 boxes	Check-in and Check-out
Paper towels		1 for each station and back up supply	Foot exam & foot sizing

Pencils		2 dozen	Check-in
Pens		2 dozen	Check-in
Post-it notes	Used to assign number to athletes to help keep order in waiting area	6 packs	Check-in
Rubber bands		40	Check-in
Scissors	Cutting tape and misc.	3	Check-in
Stapler and staples		3 staplers and 1 package of staples	Check-in and Check-out
Table coverings	1 per table	5 to 6	All
Tape (duct, painter's, packing, & scotch)	Hanging signage, packing up supplies, and taping down electrical cord	2 to 3 rolls of each	All
OPTIONAL ITEMS			
Small stools on wheels	for examiners to sit on	1 per clinical volunteer	Foot exam & foot sizing
In-door/Outdoor Carpet (3' x 20')	if venue is outside	1	Gait analysis
Pressure mapping system	OPTIONAL	2	Gait analysis
Laptop	if MatScan is used; THIS MUST BE RENTED OR BORROWED; NOT PURCHASED	1	Gait analysis
Power strip with surge protector	if MatScan is used	1	Gait analysis
Computer mouse & power cord	if MatScan is used- for laptop	1	Gait analysis
White printing paper	if MatScan is used	1 sheet per athlete	Gait analysis
Color printer	if MatScan is used	1	Gait analysis