

# NETWORK ONE | MEETING INVENTORY SHEET

Every Network ONE group should have the following supplies to conduct a successful meeting. It is the responsibility of the Group's Secretary to take inventory and make sure the supplies are up-to-date.

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## **(1) File Folder Box**

Used to hold all the Meeting Supplies.

## **(1) White 3-Ring Binder**

Contains all of the Group documents and Member's Business cards.

- **Clear Plastic Business Card Holder Sheets**  
Need enough for each member to have (1) sheet in which they can place their business cards
- **Clear Plastic Page Pockets**  
Need (5) to hold Group & Meeting Documents

## **(1) Raffle Ticket Bucket**

Holds the roll of Raffle Tickets and Pack of Playing Cards.

- **(1) Roll of Raffle Tickets**  
Used for Weekly 50/50 Drawing
- **(1) Pack of Playing Cards**  
Used for Weekly 50/50 Drawing

## **(1) Group & Meeting Documents**

This is the list of the documents that need to be kept inside the 3-Ring Binder. PDF's of these documents can be downloaded from the Network ONE website for reprints.

<https://n1groups.com/documents/>

- **(1) 3-Ring Binder Cover Page**  
Has the name of the Group; Meeting Day, Time, and Location; and QR Codes for important web links.
- **(5) Attendance Sheets**  
For taking attendance at every meeting
- **(1) Industry Classification Sheet**
- **(1) Leadership Descriptions Sheet**  
Defines and describes the various Leadership roles
- **(4) Meeting Agendas**  
The official Meeting Agenda
- **(10) Visitor Sign-In Sheets**
- **(1) Meeting Inventory Sheet**