

Event Resources Sharing List

To borrow anything listed below, please call the contact directly. You are responsible for pick up and return of the item(s) and for repairing/replacing anything that is broken/lost while you are borrowing it.

If you are willing to share your event resources, please let me know what you have and I will add it to the list. I will circulate updated versions of the list as needed.

Thanks for your willingness to share!

Bev Braddock
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LINENS





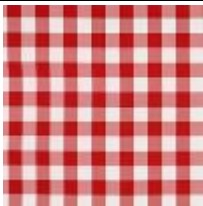











Item Description	Office	Ext.	Photo (if available)
CLOTH - Black velvet cloth 40"x52", good for unveilings	Office of the President	7056	
CLOTH - Black satin cloth, 60"x 10yds", good for unveilings of large signs	Office of the President	7056	
CLOTH - Cranberry satin cloth, 40"x 6yds", good for unveilings	Office of the President	7056	
TABLE RUNNERS - (10) Floral print table runners and (12) matching napkins in colors of yellow, orange, green and pink on white background	Office of the President	7056	
TABLE RUNNERS - (6) Red satin damask table runners, 12"x72"	Office of the President	7056	
TABLE RUNNERS - (6) serape bright colored striped runners and (12) matching placemats	Office of the President	7056	

TABLE RUNNERS – (40) White with red polka dot print table runners	Campus Life	7727	
TABLE RUNNERS – (35) White and burgundy gingham check table runners	Campus Life	7727	

CENTERPIECES & DECORATIONS

Item Description	Office	Ext.	Photo (if available)
ACYRLIC FRAMES – clear plastic free standing frames (6) 8x10" standing acrylic frames; (4) 5x7" standing frames	CCS	5033	
BAMBOO MATS – suitable for wall or table coverings	Campus Life	7727	
BASKETS - (10) 12" wicker baskets, suitable for centerpieces	Office of the President	7056	
BASKETS - (3) 10" oval, red wire baskets	Office of the President	7056	
BASKETS - (8) 10" wicker baskets, suitable for centerpieces	Campus Life	7727	
BERRY CANDLE RINGS – (2) 12", with or without fall accents	Office of the President	7056	

BRANCHES – white and natural branches 18-36” tall	Office of the President	7056	
BRONC CUTOUT – 6’ standing Bronc	Office of the President	7056	
CANDY DISHES – (10) small round dishes	CCS	5033	
CARDINALS – (20) paper birds	Office of the President	7056	
CLIPS – (80) black velvet 2” clips, worked well to hang foam board on pipe and drape	Office of the President	7056	
CRANBERRY (6) votive candle wreaths, (2) 18” wreaths, (2) 6’ garland strings, misc. branches with berries	Office of the President	7056	
FALL DECORATIONS (5) grapevine pumpkins suitable for centerpieces, (1) coordinating basket, loose silk fall colored leaves	Office of the President	7056	
FIESTA DECORATIONS – (6) mini piñatas	Office of the President	7056	
GALVANIZED TIN BUCKETS – (3) 5” and (4) 7”	Office of the President	7056	

GALVANIZED TIN BUCKETS – (3) 8"	Office of the President	7056	
GALVANIZED TIN VASES – (2) 12" and (1) 16"	Office of the President	7056	
GALVANIZED TIN BRONZE COLORED VASES – (12) 7"	Office of the President	7056	
GIFT BAGS – various styles of red and silver gift bags size: 7"Wx9"Hx4"D			
GLASS – multicolored glass gems to use with candle holders (example shown), red heart shaped "jewels" (see photo below)	Office of the President	7056	
GLASS JARS – with lids (2) ~9" high, 5" square	Office of the President	7056	
HEART SHAPED VASES – (10) 6" red heart shaped vase	CCS	5033	
HOLLY candle rings (4) green and red (4) green and gold	Office of the President	7056	

























GOLD DEER (2) and miscellaneous gold and silver picks for centerpieces	Office of the President	7056	
LUAU DECORATIONS – centerpieces (7) tiki huts, (3) floral, and silk flowers and leaves	Residence Life	7033	
LUAU DECORATIONS – floral fabric for linen accent, (1) palm tree centerpiece, large plastic wall decorations: (1) tiki head and (2) luau flower	Office of the President	7056	
MASON JARS – (12) 8"	Office of the President	7056	
NUTCRACKERS - ~12 wooden nutcrackers ranging from 6"-18" in height, plus cardboard drum bases in red, blue and green	Office of the President	7056	
PAPER FLOWERS – (100) bright colored paper flowers (great for fiesta or luau themes!)	Office of the President	7056	
PAPER LANTERNS – (5) 6" light blue with LED lights, 9110 white, (8) black and (7) blue 8", plus some orange and pink	Office of the President	7056	
PINECONES – assorted sizes, including gold and white tipped	Office of the President	7056	







PHOTO CUBES – (24) clear acrylic photo cubes great for photos/facts/ centerpieces	Office of the President	7056	
PEPPERMINT DECORATIONS – cardboard cutouts	Office of the President	7056	
PEPPERMINT PLACEMATS	Office of the President	7056	
POPCORN BUCKETS – (8) white and red striped plastic containers	Office of the President	7056	
RED STAR BALLOON WEIGHTS – (8)	Office of the President	7056	
RED, WHITE & BLUE – (1) 5' swag, (2) 3'x5' US flags, (3) bows	Office of the President	7056	
SHELLS - white conch shells	Office of the President	7056	
SLED BASKETS (2) gold wicker sled baskets, great for potted poinsettias	Office of the President	7056	
SOMBRERO - dark blue with silver trim (great to add to a centerpiece)	Office of the President	7056	
SNOWFLAKE decorations	Office of the President	7056	

TABLE CLOTH WEIGHTS – 16 weights	Office of the President	7056	
TEALIGHT LED votive candles (20)	Office of the President	7056	
TALL VASES with silk flowers - (2) 36" high arrangements	Office of the President	7056	
TERRA COTTA POTS – misc sizes, black and natural colors	Office of the President	7056	
VASES/GOBLETS –(2) clear goblet; great for floating candles	Office of the President	7056	
VASES – (16) 9" cut glass bud vases, misc clear and red glass vases	Office of the President	7056	
VASES – (6) 6" round clear glass vases, (20) clear glass star vases	School of Education	5175	
VASES – (90) 6" clear cylinder glass vases	Office of the President	7056	
VASES – (90) 6" clear cylinder glass vases with Rider history photo inserts	Office of the President	7056	

VASES – various sizes cylinder clear glass vases	School of Education	5175	
VASES – (12) 6” glass bud vases	Office of the President	7056	
VASES – Misc sizes, shapes and colors	Office of the President	7056	
VOTIVE CANDLES – (80) 1” LED white flicker votive candles	Office of the President	7056	
VOTIVE CANDLE HOLDERS – (4) dozen small clear round glass holders	Office of the President	7056	
WINTER decorations – (2) 6’ pine, greenery and berry garland, pine wreaths and pine picks	Office of the President	7056	 
WIRE TRUCKS – (6) cranberry wire vintage style trucks, good for displays and floral arrangements	Campus Life	7727	

EVENT SUPPLIES

Item Description	Office	Ext.	Photo (if available)
BADGE BOARD – (4) wooden organizers hold 40 badges each	Annual Giving	7288	
CASHBOXES – metal with lock	Alumni Relations	5623	
CLIPBOARDS – (many!)	Alumni Relations	5623	
EASEL - (2) cherry wood easels, adjustable pegs for displaying diff. ht. items, 60" tall, supports material up to 20 lbs.	Office of the President	7056	
EASEL – (1) black steel easel, adjustable display holder, 63" tall, supports material up to 5 lb.	Office of the President	7056	
EASEL – black steel easels, adjustable display holder, 63" tall, supports material up to 5 lb.	Alumni Relations	5623	
EASEL – (2) wooden easels	Alumni Relations	5623	
FLAG SET – US, NJ state and Rider flags on 8' wooden poles with bases	Request from Auxiliary Services with room set up	7156	
FLIP CHART – (1) gray plastic freestanding flip chart	Office of the President	7056	
FRAME – Fancy tabletop display frame for 8½"x11" paper (horizontal or vertical display)	Office of the President	7056	
FRAME STANDS – (4) 10" and (4) 7" black plastic frame stands	Office of the President	7056	
GARBAGE & RECYCLING CANS – (2 of each) stainless steel receptacles for use at upscale events, 18" diameter, 35.5" height	Request from Auxiliary Services with room set up	7156	

GIANT SCISSORS – with Rider logo, for ribbon cutting events	Office of the President	7056	
PHOTO BOOTH PROPS – fun hats, sunglasses, boa and misc props. Also large Instagram “frame”	Office of the President	7056	
POP UP BACKGROUND – Rider logo on cranberry free-standing backdrop, available in 8'x8' or 10'x10	Request from Auxiliary Services with room set up	7156	
RESTROOM UPGRADE ITEMS – trays for disposable hand towels (3) wicker, (2) silver and wicker tray for toiletry items, fabric cover for womens restroom shelf, (3) fancy soap & lotion dispensers	Office of the President	7056	   
ROLLING CART	Annual Giving	7288	
SIGNS - PRIVATE RECEPTION (2) 18"x16" cranberry with white lettering and University seal on gatorboard	Office of the President	7056	

List updated 2/1/17

Source for campus event planning info: <http://www.rider.edu/auxiliary/campus-event-planning>