Community event supplies allocation

Assign supplies and prevent duplicate purchasing.

Three steps

1. List supplies
2. Confirm available quantities
3. Assign missing items to an owner

A worked example

Supply	Chairs
Quantity needed	30
Already available	20
Owner	Coordinator

Ten more chairs are needed if 20 are confirmed available.

Follow venue rules and safety requirements.

Community event supplies allocation

Use one row per item or decision. Start with what you know.

Supply	Quantity needed	Already available	Owner

My next action / when