Front matter: Asset Management

Why It's Important

Community events run on gear: tents, tables, radios, first aid kits, cash boxes, signage, and more. An asset register keeps track of what your organization owns, where it is stored, what condition it is in, and who has it during an event. It reduces lost and forgotten equipment, makes setup and teardown smoother, and gives you a clear record for insurance. For groups that share or store equipment across a year, it also settles the recurring question of who borrowed what.

How to Use

1. Start with the Core Register and give each item a unique Asset ID, especially where you own several of the same thing.
2. Record the essentials first: category, quantity, condition, and storage location. Add the Full Register detail over time.
3. Use the Sign-Out Log to record who takes an item, when, and when it comes back.
4. Note the condition on return and flag anything that needs repair or replacement.
5. Add a Photo Link for higher-value items to document condition for insurance.
6. Check the register before each event so you know what you have and what you need to borrow or buy.

What You Need

- A walk-through of your storage space to list what you actually own.
- A simple ID or label system for higher-value items.
- One owner who keeps the register current.
- A sign-out process volunteers understand and use.
- Your insurance details, so the register supports a claim if needed.

Event ready Asset Management template

Start with the Core Register below. It holds the fields most groups actually use. The Full Register adds optional detail for purchase, warranty, maintenance, and insurance. Use only the columns you need, and give every item a unique Asset ID so you can track it, especially when you own several of the same thing. Add a Photo Link (a photo stored in your shared drive) to document condition and support insurance claims.

Full Register (optional additional fields)

Link to full register template here: [link]

Core Register (minimum viable set)

Asset ID	Asset Name	Category	Quantity	Condition	Storage Location	Status	Photo Link	Notes

Sign-Out Log (chain of custody)

One row per check-out. This keeps the full history of who had an item and when, which the register alone does not. Match each entry to an Asset ID above.

Asset ID	Asset Name	Checked Out To	Event	Check-Out Date	Expected Return	Returned Date	Condition on Return	Signed Out By	Signed In By

Equipment Inventory Management

What Requires Sign-Out:

All organization-owned equipment valued over $50 OR critical to operations, including but not limited to:

Category	Examples
Technology	Radios, tablets, laptops, projectors, speakers, microphones
Tools	Power tools, hand tools, dollies, ladders
Safety Equipment	First aid kits, AED, fire extinguishers (for transport)
Event Supplies	Tents, tables, chairs (bulk quantities), signage
Vehicles	Organization vehicles, golf carts, trailers
Financial	Cash boxes, credit card readers, safes