

# 78<sup>th</sup> East Iowa Cadet Squadron

## PAO MISSION KIT

\_\_\_\_ Laptop computer and small printer with software (or portable typewriters, with correction tape).

\_\_\_\_ Card table and folding chair.

\_\_\_\_ Ream of paper, news release and unit letterhead.

\_\_\_\_ Resource files and forms.

\_\_\_\_ Clipboard and notebook.

\_\_\_\_ Pens, pencils, white-out, paper clips, post-it notes, scotch tape, stapler, and other office supplies.

\_\_\_\_ CAP publications.

\_\_\_\_ First-aid kit.

\_\_\_\_ Sewing kit.

\_\_\_\_ Aeronautical charts and road maps.

\_\_\_\_ Camera and film.

\_\_\_\_ Camcorder and tapes.

\_\_\_\_ Tape recorder and blank tapes for interviews.

\_\_\_\_ Cordless or cellular phone.

\_\_\_\_ Hand-held CAP and aircraft radio with AC adapters.

\_\_\_\_ Desk lamp and extension cord.

\_\_\_\_ Flashlight.

(Label all personnel equipment)