

## **GNL Storage Locker Procedures and Inventory**

*Equipment and supplies for the Masters Class Session Days are secured in the GNL storage locker at CubeSmart Self Storage. Please return items to the storage locker immediately after your session day, so they are available for the next planning team.*

### **CubeSmart Self Storage**

**3121 Goodlette-Frank Road**

**Naples, FL 34103**

*Entrance is off of Ridge Street – on the west side of Goodlette-Frank Road*

1. *Storage unit access hours are 6:00 a.m. to 10:00 p.m. daily*
2. *CubeSmart Office Hours - 239-206-3964*
  - *Monday -Friday - 9:30 AM to 6:00 PM*
  - *Saturday - 8:30 AM – 5:00 PM*
  - *Sunday – 11:00 AM – 3:00 PM*
3. *Use the second entrance (south of the office) to load or unload materials. There should be carts available in the lobby area if needed (or ask at the office).*
  - *At the entrance door, enter \*22980696# on the keypad and the doors will open.*
  - *There is a keypad inside the elevator; enter same code. Then **IMMEDIATELY** press the elevator button for the **2nd floor** while the signal is beeping. The process is quick, so be ready to push the **second-floor** button as soon as you enter the code.*
4. *As you exit the elevator on the second floor, turn right, go to the end of the hallway to unit #2298.*
  - *A combination key lockbox is on the door handle. Open the top to see the keypad. Press **clear** (button at the bottom of keypad), enter **239847** then push the large button at the top of the keypad to open the cover. The key is inside.*
  - *The key only fits one way, turn it clockwise; the whole lock pulls out. The door lock slides to the left, allowing you to pull the door up to open.*
  - *When exiting, slide the lock to right, insert the lock and key, turn the key to the left, extract the key and the door should be locked.*
  - *On the keypad, press **clear** again, enter the code **239847** and replace the key. Press the large button at the top to close the lockbox. Then close the cover.*

*Geoff Murphy and Martha Rozman have keys.*

### **Locker Inventory**

*As you enter the locker, speaker gifts are on the shelves on the left. There are also white gift bags and sheets of green tissue paper to place in the bag. Additional storage boxes are well marked for*

*Class number and content. For Class XXV speaker gifts, we have silver GNL tumblers.*

*The wire shelf on the right has:*

- *Top shelf, easles*
- *Next shelf, small water bottles (until used up), large box of plastic utensils, large plastic bowl*
- *Next shelf, 6 coffee thermoses, artificial sweeteners, labels (coffee, decaf, hot water), stir sticks, paper plates*
- *Next shelf, containers of markers, pens, masking tape, small note pads, small metal label holders for the coffee labels, colored dots, a few blank name tags if needed (on order), thank you notes for speakers (on order)*
- *Timekeeper handheld sign – 2 minutes/times up*
- *Bottom shelf, GNL banners*

*Note: the CLT will have Class member tent cards.*

*The locker also has:*

- *GNL direction signs to use at the venues. They have directional arrows < > ^.*
- *3 coolers for ice*
- *Easels for flip charts.*
- *Flip chart paper.*
- *A medium size plastic container with handle to use to carry supplies on Session Day.*
- *White gift bags (small amount, more on order)*
- *Green tissue paper to place in gift bag*

*CLT*

- *Class 26 water tumblers, 3 taped boxes top shelf*
- *Class 25 speaker gifts, silver tumblers, marked, taped boxes, right side floor*
- *Class 24 graduation gifts at Giselle's house*
- *Class 25 graduation gifts at Giselle's house*
- *Wine glasses, black/yellow tubs marked, sealed + box available for Social, Ace, etc.*

### **AudioVisual Inventory**

*Brad Van Houten coordinates GNL AV media equipment. The equipment may be in the storage locker or with Brad. If equipment is needed, but not in the locker, please call CLT.*

*We have a **total of 6 microphones** – 3 wireless handheld and 3 wireless clip-on. Any combination of mics can be used.*

**Microphone Case (black)** – *contains 3 wireless handheld mics that work through the Stereo Mixer box.*

**Audio Case (black)** – *contains 3 body pack/microphones. Each body pack has a clip-on microphone. They work through the Stereo Mixer box.*

**Stereo Mixer Box** (large) – can handle up to 6 microphones.

**Speakers** – We have 2 floor level speakers that can be modified with extensions inserted to raise the location of the sound (not just floor level). Power cables are in the bag attached to the speakers.

**Projector Box** – will project the laptop information to the screen. Has power cables, audio cable, adapters for devices, GNL laptop (older, can handle just PowerPoint?), HDMI

**Projection Screen** – very difficult to assemble. If possible, use the venue screen (even if a small fee). The screen is folded (black exterior) and on a lower shelf on the left side of the storage locker. The metal frame is on the same shelf.