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| Shortlist |
| Event Packet |
| License plate covers |
| Media release forms |
| Borrowed vehicle agreements |
| Trash & recycling |
| Hand sanitizer |
| Snacks & drinks |

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| Medium List |
| Event Packet | GreenCars banner |
| Media release forms | GreenCars plate covers |
| Borrowed vehicle agreements | GreenCars swag |
| Trash & recycling | GreenCars displays |
| Hand sanitizer | Table + chairs |
| Snacks & drinks | Canopy + weights |
| Music player |  |

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| Large List |
| Event Packet | GreenCars banner | A-frame + GreenCars insert |
| Media release forms | GreenCars plate covers | Tablets w/ GreenCars.com |
| Borrowed vehicle agreements | GreenCars swag (shirts, etc.) | Giveaways/Prizes |
| Trash & recycling | GreenCars displays | Games (i.e., Cornhole) |
| Hand sanitizer | Table + chairs |  |
| Snacks & drinks | Canopy + weights |  |
| Music player | Feather flags |  |

**Host a conference call beforehand with participants to review risks, being smart, and kids**

**Event Packet includes:**

* GreenCars information, event information, event instructions, QR code rear-view cling

**Insurance considerations:**

* **No additional coverage required:**
	+ Employee brings car and parks at demonstration, showcases car
	+ Employee rides along on test drive after receiving a picture of test driver’s license and screenshot of active car insurance coverage emailed to their lithia.com email address
* **Borrowed Vehicle Agreement is required if:**
	+ Employee is not attending the test drive, after receiving a picture of test driver’s license and proof of insurance to their lithia.com email address
* **Additional Insurance is required:**
	+ When a Certificate of Insurance is required by venue (GTapang@lithia.com)