

Zone Map & Signage Guide

Zones

1. ****Intake****
 - Table with scale, wipes, and intake form.
 - Sign reads “Start Here – Tell Us What You’re Dropping Off.”
2. ****Sorting****
 - Bins labeled Pantry / Hygiene / Baby / PPE / Household.
 - Post a laminated cheat sheet for volunteers.
3. ****Community Shop****
 - Display items on blankets or tables by category.
 - Signage examples:
 - “Take What You Need – No Questions Asked.”
 - “Looking for Something Special? Ask a Host.”

Layout Sketch

[Entrance]

- > INTake TABLE (checklist)
- > Sorting Bins
- > Free Store racks + seating

[Feedback Wall + QR code near exit]

Sign Templates

INTAKE

Welcome! Tell us what you’re dropping off.

SORTING

Volunteers only – thank you!

FREE STORE

Take what keeps you and your neighbors safe.