

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.