



Checklist for Event Coordinators

A step-by-step guide for SPARK flashcards event.

Getting Started

- Get approval from your organization or company as necessary
- Set your event date and location
- Decide which flashcards and how many you wish to make

Get Organized

- Email Beth at Classroom Central with your event date: beth@classroomcentral.org
- Review the resources & promotional materials provided by Classroom Central (on the Flashcards page of our website)

Purchase Supplies

- Purchase colored markers, 3x5 index cards (un-ruled & no lines preferred) and Ziploc (sandwich size) bags based on the number of flashcard sets you'd like to make.
 - Alphabet = 26 flashcards per set
 - Shapes = 6 flashcards per set
 - Colors = 8 flashcards per set
 - Numbers = 10 flashcards per set
- Get boxes to place the completed flashcards in for easy delivery to Classroom Central

Build Excitement

- Use promotional materials provided by Classroom Central or create your own! Hang posters, send emails and make announcements.
- Sign-up volunteers and participants for your flashcard event

Host your Event

- Set up tables and supplies as you wish to create the flashcards – Refer to the Event Picture Guide provided.
- Present a short program to “kick-off” your event. Show the Classroom Central video or request a speaker!
- Make the flashcards – Get creative & tag Classroom Central on social media throughout your event!
- Box up your completed flashcards for delivery to Classroom Central

Wrap-Up

- Coordinate delivery with Classroom Central. Donation hours are Monday-Thursday 8am-12pm, or by appointment Wednesday and Thursday.

Classroom Central



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For more information, please visit ClassroomCentral.org or contact Beth Cupp, Director of Development, at beth@classroomcentral.org or (704) 377-1740 ext.419.