



Classroom
Central

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 sets you wish to make

Get Organized

- Review the resources & promotional materials provided by Classroom Central (on the Flashcards page of our website)
- Connect with Darden, who can kick off your event virtually via Zoom:
darden@classroomcentral.org

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 someone to join your event virtually to speak about Classroom Central.
- 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, 9am-12pm.

For more information, please visit ClassroomCentral.org or contact Darden Blow, Director of Community Engagement, at darden@classroomcentral.org or (704) 377-1740 ext.4120.