



Classroom
Central

Checklist for Event Coordinators

A step-by-step guide for your kit build event.

Getting Started

- Get approval from your organization or company as necessary
- Set your kit build event date and location
- Choose one or more of our 8 available kits and how many sets of 24 you wish to order
- Order your kits via Classroom Central's website

Get Organized

- Receive confirmation of your order
- Email Classroom Central to request a Classroom Central representative to speak at your event
- Review the promotional materials

Receive Inventory & Supplies

- The product will arrive in bulk approximately 2 weeks after your order
- Review your order to ensure all items were delivered.
- Get boxes to place the completed kits 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 kit build

Host Your Event

- Set up tables and inventory as you wish to assemble the kits.
- Present a short program to kick-off your event. Show the [Classroom Central video](#) or request a speaker!
- Assemble the kits. Get creative!
- Box up and label your completed kits 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](https://classroomcentral.org) or contact Darden Blow, Director of Community Engagement, at darden@classroomcentral.org or (704) 377-1740 ext.4120.