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 or contact Darden Blow, Director of Community Engagement, at darden@classroomcentral.org or (704) 377-1740 ext.4120.