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 Darden at Classroom Central with your event date: darden@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.

For more information, please visit ClassroomCentral.org or contact Darden Blow, Director of Community Engagement, at darden@classroomcentral.org or (704) 377-1740 ext.412.