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
• Decide what kit and how many you wish to order
• Order your kits via Classroom Central's website

Get Organized
• Receive confirmation of your order
• Email Classroom Central with your event date
• Review the promotional materials

Receive Inventory & Supplies
• The product will arrive in bulk approximately 2 weeks after your order
• If you order the Wellness Kit, Art Kit or STEM Kit, you will need to purchase Ziploc bags to assemble the kits.
• 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 Build Event
• Set up tables and inventory as you wish to assemble the kits – Don’t forget your Ziploc bags!
• 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 your completed kits 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.
• If you ordered more than 500 kits, email Classroom Central with a pick-up inquiry.

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.