



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 7 available kits and how many sets you wish to order (minimum of 24 per set)
- 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 provided by Classroom Central

## Receive Inventory & Supplies

- The product will arrive in bulk approximately 2-3 weeks after your order is placed
- Review your order to ensure all items were delivered.
- Get boxes to place the completed kits in for easy delivery to Classroom Central

**Classroom Central recommends Lowe's Medium Box (18 x 16 x 16 in.)**

## Build Excitement

- Use promotional materials provided by Classroom Central or create your own to promote your event! Hang posters, send emails and make announcements to ensure participation.
- 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
- Place all assembled kits in your Lowe's Medium boxes and label for delivery to Classroom Central

## Wrap-Up

- Coordinate delivery with Classroom Central.  
**Donation hours are Monday-Thursday 9am-12pm.**