



# 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.

Classroom Central



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For more information, please visit [ClassroomCentral.org](http://ClassroomCentral.org) or contact Beth Cupp, Director of Development, at [beth@classroomcentral.org](mailto:beth@classroomcentral.org) or (704) 377-1740 ext.419.