

# 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 5 available kits and how many sets of 24 you wish to order
- Order your kits via Teachers' Teammates' website

## Get Organized

- Receive confirmation of your order
- Email Teachers' Teammates to request a Teachers' Teammates 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 Teachers' Teammates

## Build Excitement

- Use promotional materials provided by Teachers' Teammates 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. Request a Teachers' Teammates speaker!
- Assemble the kits. Get creative!
- Box up and label your completed kits for delivery to Teachers' Teammates

## Wrap-Up

Coordinate delivery timing with Teachers' Teammates. For more information, please visit [www.TeachersTeammates.org](http://www.TeachersTeammates.org) or contact [info@TeachersTeammates.org](mailto:info@TeachersTeammates.org) or 610-273-8222.

Supplies for Success