



# Checklist for Event Coordinators

*With the Education Foundation, Team Building Becomes Impact Building!*

## ✓ STEP 1: GET STARTED

- Get approval from your organization or company, if needed
- Select your kit build date and location
- Choose one or more of our available kit types and how many sets you'd like to build (kits are built in increments of 24)
- Place your order through our team or our wholesale partner

## ✓ STEP 2: GET ORGANIZED

- You'll receive confirmation of your order and estimated delivery timeline
- Email us if you'd like a representative from the Education Foundation to join your event or provide remarks
- Review the promotional materials we provide—or use your own—to start building excitement


## ✓ STEP 3: RECEIVE YOUR SUPPLIES

- Supplies will arrive in bulk about 2–3 weeks after ordering
- Double-check your inventory to make sure everything is included
- Have boxes ready to pack and transport completed kits to Red Apple Supplies (We recommend Medium Boxes – 18 x 16 x 16 in.)
- Additional Supplies recommended: markers, scissors, pens, paper cutter, box cutters, packaging tape

## ✓ STEP 4: BUILD EXCITEMENT

- Use flyers, social media graphics, email templates, and posters to promote your event internally
- Recruit volunteers and participants to join the build

## ✓ STEP 5: HOST YOUR EVENT

- Set up tables and supplies however works best for your group
- Kick things off with a short welcome or program—we can provide a short video or speaker upon request
- Assemble the kits and have fun! Don't forget to take pictures to share! 
- Label (name and quantity) and pack completed kits for delivery to Red Apple Supplies

## ✓ STEP 6: WRAP IT UP

- Coordinate your drop-off with the Education Foundation Team