



**BACKPACKS**  
&  
**BEYOND**

# Checklist for Event Coordinators

How to host your own Kit Building Event with Crayons to Computers.

## First Steps

- Get approval from your organization or company as necessary
- Set your kit build event date and location.
- Choose one or more of our [available kits](#) and how many sets of 24 you wish to order
- Order your kits via [the website](#).

## Reach Out

- Receive confirmation of your order
- Email Taylor Young at [tyoung@crayons2computers.org](mailto:tyoung@crayons2computers.org), to coordinate event details.
- Send out basic details to those who you want to participate.

## Organize Supplies

- The product will arrive in bulk approximately 2 weeks after your order is placed
- Review your order to ensure all items were delivered.
- Acquire boxes to place completed kits in for easy delivery to Crayons to Computers.

## Get Others Involved

- Use promotional materials provided by Crayons to Computers 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. Show our [Mission Video](#) or request a speaker!
- Assemble the kits.
- If you have time, Create ["My Wish For You"](#) cards to include in the completed kits
- Box up and label your completed kits for delivery to Crayons to Computers

## Wrap-Up

- Coordinate delivery with Crayons to Computers. Donation hours are Mon-Thurs 9am-4pm.



For more information, please visit [Crayons2Computers.org](http://Crayons2Computers.org) or contact Taylor Young, Volunteer Coordinator, at [tyoung@crayons2computers.org](mailto:tyoung@crayons2computers.org) or (513) 482-3290