

Checklist for Event Coordinators

A step-by-step guide for your Kit Event



Get Started

- Get approval from your group leader(s) as necessary
- Decide how many Kits you want to order and assemble
- Agree on a budget or fundraising goal

Get Organized

- Set your event date
- Register your event at: www.worldvision.org/KITS
- Review the important information you will receive via email after you register (events less than 250 Kits), or from your World Vision Event Specialist (300+ Kits)
- Receive confirmation of order from your World Vision Event Specialist

Receive & Inventory Supplies

- The product will arrive in bulk approximately 3 business days before your event date
- Take inventory of the Kit product. In the rare case you are missing product, contact your event specialist to coordinate rush shipping to you.

Build Excitement

- Use your promotional materials - hang posters, send emails, post to social media, make announcements, and show the Kit specific video to your group
- Sign-up volunteers and participants

Host your Kit Event!

- Organize your volunteers
- Present a short program for your participants, including the Kit video
- Assemble Kits!
- Box and prepare your completed Kits for shipping and/or distribution

Wrap-up

- Coordinate the shipping of your completed Kits with your World Vision Event Specialist or for Hygiene Kits, SchoolTools, or Women's Hope Kits you can coordinate a local distribution in your own community.



Choose a Kit and find additional resources and promotional materials at:

www.kits.worldvision.org