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Event Coordinator Checklist

* Arrange for courier to take the assembled bags to shelter.
* Pay your invoice.
* Secure necessary tables and complete set-up.
* Ensure all product has arrived (use the tracking numbers we have provided).
* Product moved to location.
* Group boxes by type near placement table (all books in one area, all blankets in one area).
* Place tote bags at entrance to line.
* Place blankets next in the table line.
* Place books next in the table line.
* Place stuffed animals at the end of the table line.
* Have an area where volunteers can complete a note card for the homeless child. Have pens or crayons available.
* Designate an area for completed bags.
* Await courier.

Hints and Tips

* Pre-open all boxes for easy access during event. Have some scissors on hand.
* Fill your tables as high as possible. You will likely need to refill from your backstock during the event. Designate a volunteer to handle.
* You may “pre-sticker” the totes with the age labels if you wish. This will help you maintain control of the number of Night Night packages assembled for each age group.
* Use the book as the guideline for the age of your package. For example, Goodnight Moon would go well in a “Baby” bag while Harry Potter would be ideal for “Pre-Teen.” Do your best with this. It is simply a guideline.
* Having large garbage bags available may make it easier for the courier to load the completed totes.
* Use up all of the product we have sent. Often we send a few extra items. Please place these bonus items in one of the totes.
* Take photos! Your team will love to see themselves in action.