

Packing Party Worksheet

Box Goal:		Donation Total: \$
Date		
Time		
Location		
Group Size		
Approvals		
Who can Help?		
Boxes and Assembly		
Labels		
Letter Writing Station		
Photo Stand		
Refreshments		
Table Setup		
Signage of Items		
Quality Checks		
Transportation		
Ideas for		
Fundraising		
Promotion		
Storage		
Flow		



[illegible]