



CTW Events

Soap Saves Lives Experience

QUICK GUIDE

PREP

1 Step-by-Step

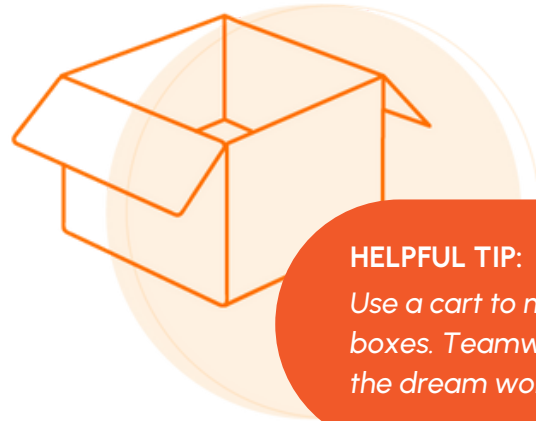
STEP 1: Book your event

STEP 2: Receive confirmation and tracking information in an email

STEP 3: Supplies will arrive at least two days prior to event date

STEP 4: Prepare for your event!

You can track your shipment here: www.ups.com



HELPFUL TIP:

Use a cart to move your boxes. Teamwork makes the dream work.

2 What's in the box?

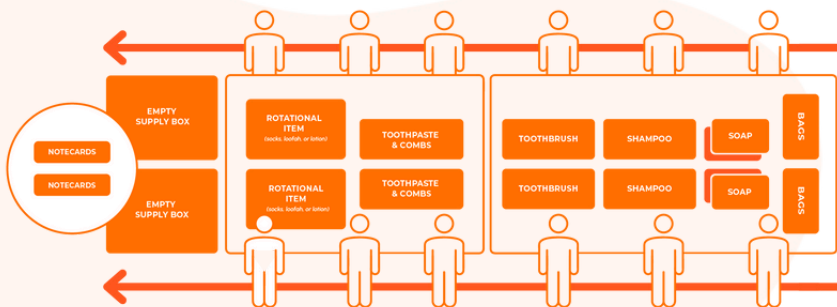
Each box will contain enough items to assemble 100 hygiene kits.

- | | |
|------------|-----------------|
| Soap | Toothpaste |
| Shampoo | Socks or Loofah |
| Toothbrush | Notecards |

3 Setup for Success

See the below diagram for how to set up an assembly line to package your hygiene kits..

Place all completed kits inside the supply box to be donated.



4 Day Of – Item Checklist

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Box Cutter | <input type="checkbox"/> Cart |
| <input type="checkbox"/> Packing Tape | <input type="checkbox"/> Recycling Bin |
| <input type="checkbox"/> Pens | |

HAVE ANY QUESTIONS?

Get access to detailed next steps and our [Resource Hub](#) to assist with your event.

Email support@ctwevents.org



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EVENT DAY

1 Promotional Materials

We have placed an abundance of materials for you to use however you see fit.

[Click here](#) to access videos and printable flyers.



HELPFUL TIP:

Use these to promote your team activity prior to your event date!

2 Day Of – Item Checklist

- Box Cutter
- Cart
- Packing Tape
- Recycling Bin
- Pens

TIPS & TRICKS:

- Quality assurance is key! We want to be as accurate as possible.
- Squeeze all the air out of the bags to better fit them in the box.
- Have fun!



4 Don't Forget!

Writing a personalized inspirational message helps you connect directly with who will be receiving this kit.

[Click here](#) to access a sample Inspirational Message flyer in case you get stuck.

3 Packing Directions



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WRAP UP

A Letter from Our Team

We hope that your event went well and that you had a successful experience. We thank you for your partnership in building hygiene kits, as it is an important part of our mission to help those in need.

Your efforts will have a positive impact on the lives of those in need, and we are grateful for your contribution.

1 Charity Plan

The most important part of assembling hygiene kits is donating them to those in need.

Find a local charity [here](#).

Or drop off locally to an organization near and dear to you!

2 Wrap-Up Survey

Once you have donated the kits, we would appreciate it if you could fill out the post event survey to let us know where you donated the kits.

This will help us track the impact of our donations and determine where we should continue to donate in the future.



**Thank You for
Your Support!**



[Click here to complete our survey!](#)

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