Thank you for partnering with us!

Within this toolkit, you will find the necessary tools to create an unforgettable experience for your organization and for the kids. Follow the guidelines closely to ensure the event’s overall success.

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Additional resources are available on the Partner Portal: Finding the Kids you want to Serve, Ordering Assistance, Press Release Template, Printable Size Signs, Event Quick Guide and more!

As always, contact your Operation Warm rep with any questions.
PROGRAM GUIDE & TIMELINE

4 – 6 WEEKS OUT

☐ Identify children in need in your city that you would like to serve
  o Elementary Schools
  o Head Start Programs
  o Boys & Girls Clubs
  o Immigrant/Refugee Resource Centers
  o Any organization that serves kids in need

☐ Gather coat sizes for each child. Visit the Partner Portal for additional information and ordering assistance.
  o It’s extremely IMPORTANT that the size information collected is congruent with the sizes we offer. Please note that our coats run small, so when in doubt, size up!
  o Coats sizes:
    ▪ Youth: 2T, 3T, 4, 5/6, 7/8, 10/12, 14/16
    ▪ Adult: S, M, L, XL, XXL
  o Coats are shipped in boxes of 6 or 12 (same size/gender)
  o Minimum order = 36 coats
  o Please allow 10 business days for processing & shipping

☐ Identify a place to securely store coats from delivery to event day

☐ Recruit volunteers for event day. We recommend a minimum of six volunteers to properly staff coat giving celebration

1 – 2 WEEKS OUT

☐ Designate a room for the coat gifting. Ideally, you will have at least 8 tables for staging coats

☐ Review list of recommended supplies for set-up and break-down

☐ Communicate volunteer duties and schedule to those attending


☐ Print out coat size signs from Partner Portal
Set up a mock table of coats before volunteers arrive
  - This table will serve as an example and demonstrate to volunteers how to set up coats for distribution

Assign set-up jobs to volunteers:
  - Hang size signs
  - Unbox coats and place on table *(CAUTION: DO NOT puncture coats through boxes. Be sure to have box cutters stowed securely before children arrive)*

Opening/‘thank you’ remarks before children arrive
Encourage funding partner to say a few words, if applicable
Provide overview of event flow & review volunteer duties
  - Oversee flow and make sure coats fit children properly
    - Children should be able to hug themselves and lift their arms over their head with ease once the coat is zipped
  - Name station: volunteers write child’s first name and last initial on interior coat label, “Made Just for You!”

Re-box left over coats
Clean up and break down; return space to pre-event condition – please recycle empty boxes
Closing/‘thank you’ to staff and volunteers
Post photos to social media
  - Tag @OperationWarm
Celebrate a heartwarming and fulfilling event!
# QUICK CHECKLIST

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Identify recipient children</td>
<td></td>
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<tr>
<td>Identify coat sizes needed and record information on Order Coordinator provided - <em>available on Partner Portal</em></td>
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<tr>
<td>Confirm the date, time and onsite location of event</td>
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<tr>
<td>Place coat order (no later than 2 weeks out)</td>
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<tr>
<td>Plan for activities during event (optional)</td>
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<tr>
<td>Communicate volunteer duties and schedule provided to those attending - <em>available on Partner Portal</em></td>
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<tr>
<td>Request PR team alert local press (optional)</td>
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<tr>
<td>Print coat size signs provided - <em>available on Partner Portal</em></td>
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<tr>
<td>When coats are delivered, store coats and ensure that they are in a locked/safe space until the event</td>
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<tr>
<td>Prepare event space (see example on next page) and clean-up when finished</td>
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<tr>
<td>Send OW late delivery coat info (if applicable). Plan to contact beneficiary organization when coats arrive</td>
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<tr>
<td>Complete post-event survey sent via email</td>
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</tbody>
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## RECOMMENDED SUPPLIES

- Minimum 8 tables
- 2-3 trash cans & trash bags
- Minimum 4 chairs (name station)
- Markers
- Tape
- Name tags or labels
- Pens
- Box cutters (store securely after use)
- Speakers for music (optional)
*This diagram serves as an example. Setup is at your discretion based on size of space, layout, and coat sizes

**MOCK TABLE SET-UP**

**COAT CELEBRATION EXAMPLE**

Video Link: [https://www.youtube.com/watch?v=SxYZmioJ7Gs&t=1s](https://www.youtube.com/watch?v=SxYZmioJ7Gs&t=1s)