

CARE KIT SET UP

Once your materials ship you will receive an email with the packing slips and shipping details. Upon receipt, please open all boxes and verify the quantities received against the packing slip. Since items are being shipped in multiple packages, we want to ensure that you have received all items to avoid any delays in your program.

TABLE SET UP

- We recommend using 6 foot tables with a box at the end, for completed care kits. One full assembly line can fit on a 6 foot table.
- After receiving your shipment, you'll notice each box will contain a category of product:
 - Separate the boxes out by item (Mouthwash in one box, breath freshener in another, lib balm in another, and dental floss in another, etc.) and arrange in an assembly line on your tables.
- Set up large moving boxes for completed kits at the end of each care kit's assembly line.
- Instruct participants to start by opening a Ziploc bag and work their way down the assembly line, placing one of each item into the bag.
- Once the hygiene kit is complete, squeeze out the air, zip up the bag, and place into the large box at the end of the Care Kit's assembly line.
- After all hygiene kits are completed, tape up the boxes and arrange for the shipping method of your choice back to Operation Gratitude.

We recommend using the larger boxes from the product to keep all of the items nice and tidy on your table. When working both sides of the table, it is recommended to place items in the center.

SAMPLE TABLE SET UP

Items should be arranged in the following order on the table(s):

- Plastic Bags (4x6)
- Mouthwash
- Lip Balm
- Dental Floss
- Breath Freshener

