

### **Tips on Planning an Equipment Drive:**

- Specify the quantity and size of the particular equipment you are looking for (e.g., two 12" frying pans, three 8 L pots, four 1- or 2-cup glass measuring cups).
- Indicate what you **don't** want (e.g., broken appliances, burned pots, chipped dishware, candlestick holders) to avoid having to dispose of the items you definitely won't use.
- Good times to ask for used equipment are after Spring Cleaning and after Christmas.
- Advertise in kitchen equipment stores, community centres and churches.
- Ensure that the drop-off location is easy to find and that the process is clear. Have a specific drop-off site with good signage. If possible, use a location that has a receptionist or someone at a front desk.