



# PLANNING CHECKLIST

#COMFORTANDJOY | @RMHCBAYAREA

**Important:** We'll be accepting donations from Nov. 28th - Dec. 24th

## Delivery/Drop off location ❄️

RMHC Bay Area regional headquarters  
510 Sand Hill Road, Palo Alto

## WHAT YOU NEED TO KNOW:

### With 4 Weeks Left...

- Fill out the Comfort & Joy request form or contact Mallory Mroz, Community and Corporate Engagement Manager (contact info below).
- Receive your gift tags with requested gift items.
- Start shopping!

### With 2 Weeks Left...

- Make sure your team has what they need to start wrapping.
- Double check your gift(s) to make sure they have an image of what's inside on the outside.
- Look back over the information you received from Mallory to be sure you've followed the process, Don't forget to check it twice!

### On Delivery Day...

- Double check your email for instructions on when and where you can delivery your presents.
- We'd love to take your photo as you drop them off to showcase our community engaging in sharing joy this holiday season.

If you have any questions, reach out to Mallory Mroz at [mallory.mroz@rmhcbayarea.org](mailto:mallory.mroz@rmhcbayarea.org) or 650.470.6000.

❄️ Items for Stanford, San Francisco, and Oakland are processed at our regional headquarters and distributed regularly to families.