



GETTING STARTED CHECKLIST

1. STAGE 1

- Research trailer vendors and prices
- Outreach to potential partners to help with interior trailer buildout: High School Skills USA or Construction class, business, volunteers with applicable skill set.
- Locate and secure use of CNC Router
- Identify secure storage location for trailer during build-out process
- Identify and outreach to potential partners, including school partners, for the TMC Labs (both in kind and monetary partnerships)
- Outline media coverage for TMC Labs and outreach to local media to invite press to cover the build-out process and official launch of TMC Labs.

2. STAGE 2

- Purchase trailer, wheel locks and door padlocks.
- License and insure trailer.
- Purchase trailer build-out supplies.
- Implementation of trailer interior build-out.
- Begin to order trailer content supplies (see TMC supply order list)
- Begin to collect cardboard and recyclables for the trailer supplies.

3. STAGE 3

- Finalize purchases of trailer content supplies.
- Utilize labeling system for organizing supplies in bins.
- Stock interior trailer with all supply bins and contents.
- Schedule official “launch” event for the trailer and invite media.