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## DINING BOX Instructions

What is a Dining Box? Along with the home furnishings that FFG clients select for their new home, each client selects a Dining Box filled with essential items. This means that on the first night in their new home, Furnish for Good clients can sit down at their new dining table and eat dinner from a plate that is sitting on a placemat, next to a coordinating napkin and use quality silverware. They can drink from a glass or mug and season their food from the salt and pepper shaker sitting on their table. If they are inclined to set the table before sitting down, our clients will see that everything “goes together” and our hope is that they will feel love and respect knowing that someone purposefully curated and coordinated the items.

What supplies do I need to assemble a Dining Box? You need all of the items on the [Dining Box Checklist](#) and a cardboard box – it can be new or used. Here a [cardboard packing box](#) that works well. You also need old newspapers or packing paper, packing tape, a printout of the checklist and finally, a pen.

What items do I put in a Dining Box? You put everything that you would need to enjoy a meal at your table plus a few things to help clean up. We have high standards at FFG. Items should be gently used, no chips or stains - ask yourself, “would I eat off this plate?”, “would I serve on this platter?”. If the answer is “no” then don’t use it. Include everything listed on the Dining Box Checklist.

How do I put together a Dining Box? Below is a step-by-step guide to assembling a Dining Box.

1. *Collect* the items listed on the Dining Box Checklist by hosting a donation drive, soliciting gently used donations from friends, family, neighbors, coworkers or purchasing new items.
2. *Gather* your Dining Box items and your supplies in one place: a kitchen table or island works well. Be intentional about what items you put together – make an effort to coordinate the placemats, napkins and dishes. Lay out a place setting (like you are setting a table for one person). Make sure you’re happy with how it looks, and that you would eat/drink off the items.
3. *Pack* everything in the box, making sure that things won’t get broken during a move. Wrap breakables in newspaper or packing paper.
4. *Check off* each item from the Dining Box Checklist as you put it in the box – this way you will be sure you have included everything. Make sure to fill in the blanks with the color and/or description of the placemats, napkins and plates – this helps us when we are selecting boxes for our clients.
5. *Tape* the completed checklist to the outside of the cardboard box. Make sure to write your name/group’s name in the “assembled by” line and if you are assembling multiple boxes, fill in the box number of the total boxes you are making.
6. *Tape* the box shut, loosely. Make sure it can be easily opened without scissors or destroying the box. You just need to use enough tape that the box won’t open while being moved.

What do I do with my assembled box(es)? Deliver your box(es) to our showroom (our address is on this page, above in right corner) Tuesday or Thursday between 9:00am and 12:00pm\*. Your boxes will be added to our inventory for immediate distribution to our clients.

\*If you need an alternate drop off day, email [lesley@furnishforgood.org](mailto:lesley@furnishforgood.org) to find a mutually convenient day/time.