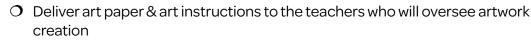
gramchecklist





Share the program schedule/deadlines with your teacher(s)

Promote

- O Build excitement & advertise your program
- O Announce in your newsletter, social media & website
- O Send announcment letter home to families

Create!

Follow the provided art instructions
For best results, use the provided 8½" x 11" art paper

Identify Art

- O Use pencil when writing student name, teacher & grade on the BACK of the artwork, or print labels with information
- O Indicate the TOP of the artwork by putting a "T" on the back

Prep Packets

- O Make copies of the Pricing Letter that was emailed to you
- O Place the letter & completed artwork into the pre-stuffed family packets

Send Home

O Send home family packets

Date to send home packets: _



O Artwork, order forms & payment is returned to school

Order deadline date:

Prep Orders

- O Tape the WHITE copy of the order form to the back of the artwork
- O Keep the YELLOW copy for your records
- O Do not send artwork in indiviual bags
- O Organize by class & grade

Ship

- O Complete Shipping Form D
- O Use the prepaid UPS label, take the package to any UPS Ship Center

Send Orders & Artwork date:



- O We recommend you deposit all the money collected into your account. You will receive an invoice after your products ship
- O You can also send us one check made out to Original Works for the total amount of money you collected and we will send you back a check for your total profit



- Completed products are shipped back the school
- O Distribute to familes
- O Share pictures with us on Social Media!

