

# Express **Program** checklist

## Getting Started



- ☐ Deliver art paper & art instructions to the teachers who will oversee artwork creation
- ☐ Share the program schedule/deadlines with your teacher(s)

## Promote



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

## Create!

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

## Identify Art



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

## Prep Packets



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

## Send Home



- ☐ Send home family packets

**Date to send home packets:** \_\_\_\_\_

## Collect



- ☐ Artwork, order forms & payment is returned to school

**Order deadline date:** \_\_\_\_\_

## Prep Orders



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

## Ship



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

**Send Orders & Artwork date:** \_\_\_\_\_

## Payment



- ☐ We recommend you deposit all the money collected into your account. You will receive an invoice after your products ship
- ☐ 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

## Celebrate!

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

Happy creating!