

Express **Program** checklist

Getting Started

- Read the enclosed Coordinator Guide
- Deliver art paper, art instructions & signature template 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 "Look What's Coming" letter home to families

Check out the Coordinator Care Center for eMarketing Tools & Graphics!
Password: CCC2324

Create!

- Follow the enclosed 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
- Be sure to stay on schedule

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 return service 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 all the money to Original Works 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!