

Program checklist

Getting Started



- ☐ 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

Student Info



- ☐ Email your student list to studentlabels@originalworks.com
- ☐ Printed labels will be mailed to you for identification of artwork

Create!

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

Label Art



- ☐ Place each student's label on the BACK of the artwork
- ☐ Indicate the orientation by putting a "T" on the back at the TOP
- ☐ Use pencil only when writing on the back of the artwork

Send Art



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

Send Artwork date: _____

Original Works will process your artwork and send back custom ordering instructions. Artwork is packed separately and also sent back at this time.

Send Home



- ☐ Send home custom ordering instructions
- ☐ Be sure to stay on schedule

Ordering



- ☐ Families place their orders online
- ☐ If applicable, mail any manual/paper order forms & art. *These must arrive 2 days prior to your deadline to be included in the main order shipment.*

Payment



- ☐ Your profit check will be mailed after your orders are shipped

Celebrate!

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

Happy creating!