

# 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**

## Student Info

- Email your student list to gallerylabels@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
- Indicated 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 ordering instructions.  
Artwork is packed separately and also sent back at this time.**

## Send Home

- Send ordering instructions to families
- Be sure to stay on schedule

## Ordering

- Families place their orders online
- If applicable, mail any manual/paper order forms & art.

## Payment

- Your profit check will be mailed at the completion of your program.

## Celebrate!

- Completed products are shipped directly to the address provided by each customer

happy creating!