

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
- 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!