

Single Step **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

Send Art



- Complete Shipping Form A
- 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 family packets containing: Original Artwork, Order Form, Pricing Letter, Product Brochure and Preview Magnet

Send Home



- Send home family packets
- Be sure to stay on schedule

Date to send home packets: _____

Collect



- Order form & payment is returned to school
- Unpurchased magnets are returned to school (please recycle -do not return)

Order deadline date: _____

Prep Orders



- Do not send order forms in individual bags
- Keep order forms for preview magnet only purchases (do not return to OW)
- Organize by class & grade

Ship



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

Send Orders 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!