

# Show Day & Sale Procedures

The original  
**NEDSHOW®**

## BEFORE THE SHOW:

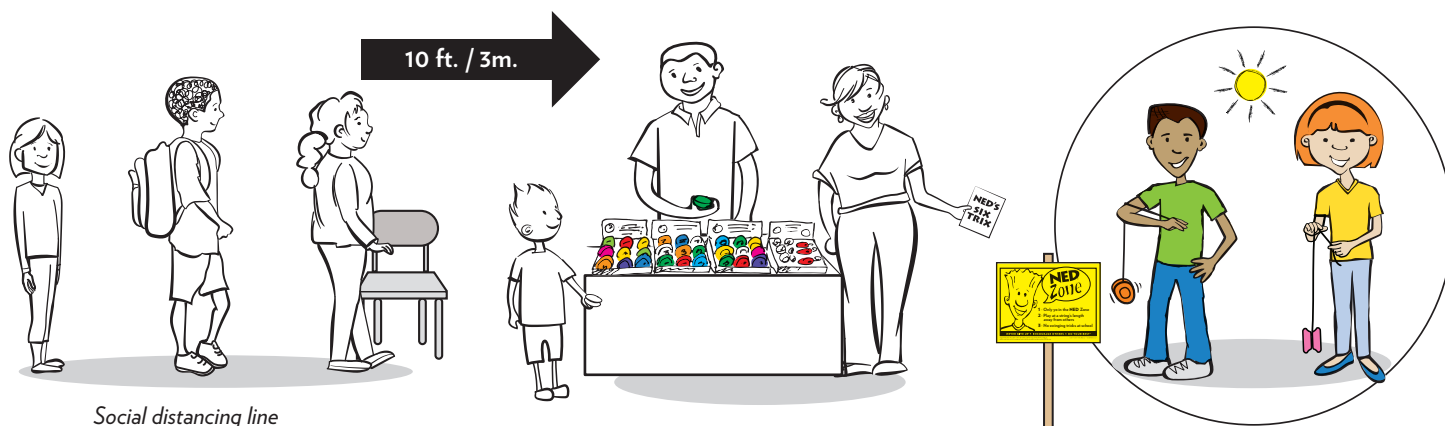
- ☐ Pick a time and place for your Pay-It-Forward sale. We recommend before school or during lunch/recess in the cafeteria or at a table in the hall. The sale runs for 5 consecutive school days (you may extend the sale to 10 days).
- ☐ Send out to your staff and parent communications.

## DAY OF SHOW:

- ☐ Be available to have a virtual meeting with the performer 45 minutes before show time. A meeting invitation will be emailed to you.
- ☐ Have your Pay-It-Forward sale coordinator available to join the pre-show meeting.
- ☐ Have pre-shipped NED gear available during the call to review with performer as needed.

## AFTER THE SHOW: (No later than the following day)

- ☐ Set up your Pay-It-Forward sale table in an open location. Note: You will have both online sales & potentially in school orders.
- ☐ Print out your daily-emailed online order list. Each morning you'll receive an emailed order list from our Support Team with all online orders placed by 10pm PST the previous day by your student families. When the child chooses their item(s) out of your sale inventory check their name off this list.
- ☐ Copy **NED's Six Trix\*** handout and place at your sale table for students.
- ☐ Create a **NED Zone\***, this is a place for children to use their yo-yos and apply what they have learned from NED.  
Note: Print, color and laminate a few NED Zone signs. Attach signs to a yard stick and place in a cone for your NED Zone.



### Student Line .....

- Designate an area for the students to line up.
- Use a chair to indicate the start of the line.
- Have students line up behind the chair and invite one student to the sale table at a time.

### Sale Table .....

- Display product boxes on the table.
- Make copies available of NED's Trix for kids.
- Your performer will bring these items the day of the show. For live streaming shows, items will be shipped prior to your show date.

## AFTER THE 5-10 DAY PAY-IT-FORWARD SALE IS COMPLETE:

- ☐ Fill out the **Sale Agreement\***. Emailed to you for easy return.
- ☐ Refer to the **We Pay the Freight\*** instructions for how to pack unsold items and prepare efficiently for shipping.
- ☐ Pack & return all unsold NED items.

\* You will receive a link to these documents on the day of your show.