

Show Day & Sale Procedures



DAY OF ASSEMBLY:

Expect your performer to arrive approximately 45-60 minutes before show time.

- ☐ Clear the performance area at least an hour before show time.
- ☐ Have two 2m tables and a chair in the performance space.
- ☐ Have your Pay-It-Forward sale coordinator available for a 20-minute meeting when the performer arrives at your school.

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

- ☐ Prepare your cart for the Pay-It-Forward sale.
Note: Travel classroom-to-classroom (the beginning or end of each day usually works best).
- ☐ Display the **NED Zone*** signs in the designated NED play zone. *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.*
- ☐ Copy **NED's Six Trix*** handout and place on your cart for students who purchase yos.

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.*