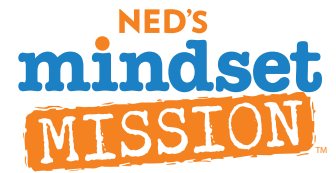


Assembly Day & Sale Procedures



DAY OF ASSEMBLY:

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

- ☐ Clear the performance area at least an hour before the show.
- ☐ Have two 6' tables and a wastebasket 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 ASSEMBLY: *(No later than the following day)*

- ☐ Set up your Pay-It-Forward sale table in an open location. *Note: Before school in the cafeteria or a table in the hall works well.*
- ☐ 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 Trix*** handout and place at your sale table for students who purchase yos.

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

- ☐ Fill out the **Sale Agreement**.* Return the pink copy and payment in the **Pre-paid stamped envelope**.*
- ☐ 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.

** These items will be given to you by our performer on the day of your assembly.*

