

Assembly Day & Sale Procedures



DAY OF ASSEMBLY:

Expect your performer to arrive approximately 90 minutes before show time.

- Clear the performance area at least 90 minutes before the show.
- Have three 6' (2m) tables, two chairs, and a wastebasket in the performance space.
- Have your Kindness 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 Kindness Sale table in an open location. *Note: Before school in the cafeteria or a table in the hall works well.*
- Display the large **Product Poster*** in a prominent area for students and parents to see.

AFTER THE KINDNESS SALE IS COMPLETE (5 SCHOOL DAYS):

- Fill out the **Sale Agreement***. Return the pink copy and payment in the **pre-addressed 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.*

