

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: CCC2425

Student Info

- Email your student list to studentlabels@originalworks.com
- Printed labels will be mailed to you for identification of artwork

Create!

- Follow the enclosed art instructions
- For best results, use the provided 8½" x 11" art paper

Label Art

- Place each student's label on the BACK of the artwork
- Indicated the orientation by putting a "T" on the back at the TOP
- Use pencil only when writing on the back of the artwork

Send Art

- Complete Shipping Form G
- 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 ordering instructions.
Artwork is packed separately and also sent back at this time.**

Send Home

- Send ordering instructions to families
- Be sure to stay on schedule

Ordering

- Families place their orders online
- If applicable, mail any manual/paper order forms & art.

Payment

- Your profit check will be mailed at the completion of your program.

Celebrate!

- Completed products are shipped directly to the address provided by each customer

happy creating!