

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 a 6' table, a chair 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 yours.

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.

