

# How to run a Smooth & Efficient Sale



## 1 PICK A TIME & PLACE

The Pay-It-Forward sale runs for 5 consecutive school days (you may extend the sale to 10 days). Set up your table in an open area at a time that is appropriate-before school or during lunch/recess. Choose a space with room for children to line up before it's their turn to make a selection.



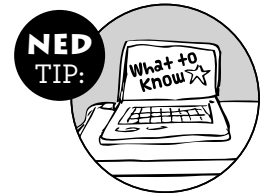
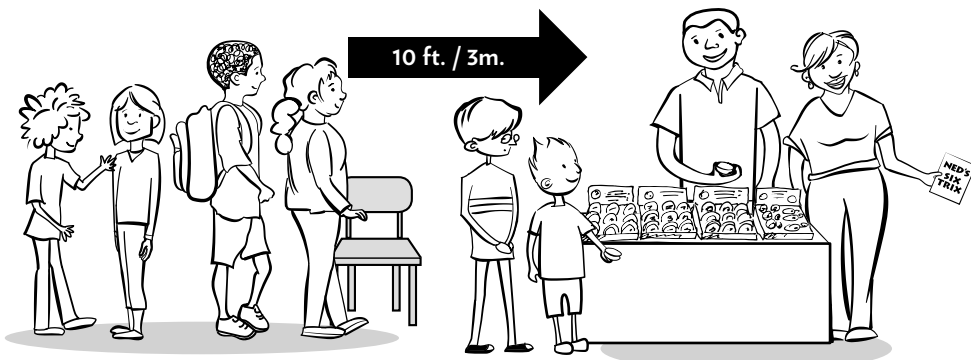
Most schools pick a place other than the main office to have more room.

## 2 COPY & DISTRIBUTE

- Add your sale date and location to the **Send Home Letter**.
- Copy for students to take home 1 to 2 days prior to the show.



## 3 SET UP THE TABLE



Play the *What to Know Before You Yo* video at the sale area to recap the NED lessons & safety rules. Go to: [MindsetMission.com/tools](http://MindsetMission.com/tools)

### Student Line ..... Sale Table .....

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| <ul style="list-style-type: none"> <li>• Designate an area for the students to line up.</li> <li>• Use a chair to indicate the start of the line.</li> <li>• Have students line up behind the chair and invite a few students to the sale table at a time.</li> </ul> | <ul style="list-style-type: none"> <li>• Display product boxes on the table.</li> <li>• Make copies available of NED's Six Trix for students.</li> <li>• Your performer will bring these items the day of the show.</li> </ul> |
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## 4 CREATE A NED ZONE

Your NED Zone is a place for children to use their yo-yos and apply what they have learned from NED. The yo-yos are both a mindset tool and a tangible reminder of NED's message. While learning to yo, children will make mistakes, try again and improve. At the end of the assembly, our performer reviews safety rules and tells students where to find your NED Zone.

