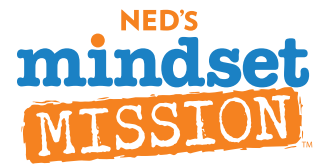


# Show Day & Sale Procedures



## DAY OF SHOW:

- Be available to have a virtual meeting with the performer 45 minutes before show time. A meeting invitation will be emailed to you.
- Have your Pay-It-Forward sale coordinator available to join the pre-show meeting.
- Have pre-shipped NED gear available during the call to review with performer as needed.

## AFTER THE SHOW: *(No later than the following day)*

- Set up your Pay-It-Forward sale table in an open location. *Note: Before school or at lunch in the cafeteria 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 Six 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**. Emailed to you for easy return.
- 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.

\* You will receive a link to these documents on the day of your show.