2020 S2S Prep Sheet

SCHOOL NAME: _____

SCHOOL CITY & STATE: _____

COORDINATOR NAME: _____

TYPE OF FLYERS REQUESTED:

☐ **Customized Printed Flyers:** Colorful, printed flyers give parents all the information needed to order online.

☐ **Customized PDF Flyers:** The same colorful flyers, but sent as an email attachment that can be printed or used for email blasts, posting on the school's website or social media.

TELL US ABOUT YOUR S2S SALE:

When would you like to begin your online sale? _____

Estimated week you would like delivery (in the fall)? _____

When will parents pick up their order (date/event)? _____

Use the grid on the right to tell us if you'd like to mark-up the boxes for a fundraiser. If you're selling optional items, don't forget to tell us how much you will charge for those items as well!

TELL US ABOUT YOUR S2H INSTEAD SALE:

Would you like to add fundraising into the cost of the S2H Instead boxes? _____

If so, please indicate the **percentage** of mark-up you'd like us to add: _____

At the end of **ALL** sales, the fundraising/profit check should be made payable to: _____

TELL US ABOUT YOUR SCHOOL:

Last Day of School (2019-2020 School Year): _____

First Day of School (2020-2021 School Year): _____

How Many Students Currently Attend Your School (Enrollment): _____

We will use this number to help us plan for your sale and to determine the number of printed flyers to send (if requested). Please be as accurate as possible. We'll send plenty of extras!

MARKETING BOX (AND PRINTED FLYERS, IF REQUESTED) MAY BE SHIPPED TO:

_____

_____

_____

Email address to send tracking details: _____

Set the pricing for your sale!

Grade or Optional Item	Quoted Price	Cost to Parents

Office Use Only
Printed Live Date:
Printed Down Date:
Internal Down Date:
Flyers Needed by:
PDF Completed on/by:
Printed Completed on/by: