

# Check List

This list will guide you through the program, as well as answer many of your questions.

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## □ Begin the program.

Once you get committee approval, call me to request the Drawing Boards & Starter Kit for the children. You'll receive a sufficient amount for your whole student body. Extra copies can be downloaded and printed from our website: [www.rgidesign.net](http://www.rgidesign.net).

## □ 'I want to get started right away.'

If your student body is small, you may choose to print out the drawing boards and necessary forms from our website. This way you'll be up and running today. Be sure to contact us to register so we may anticipate your orders.

## □ Schedule and set a delivery date.

To determine the necessary number of days in which you will need to run the fundraiser, agree on a day in which you would like your completed orders delivered to your school. Count backwards approximately 4 weeks (which is Rembrandt production) plus about 2-1/2 weeks. This is your start date.

## □ Preparing the Order Packets and Distributing to your students.

Fill out the top of the Order Form. Photocopy one for each student (as well as a few to set aside in the Main Office at your school). Staple together the Drawing Board & Order Form and send home in the children's backpacks.

## □ When drawings are completed in the art class.

We recommend your Art Teacher oversee the student's drawings in his/her art class. In doing so, the drawings will be better (your sales will be higher, too). Talk to your Art Department and ask if a Drawing Workshop can be incorporated into the art curriculum. As for your production schedule, you would need to add days for this workshop time.

## □ When orders come in.

Review each illustration. Be sure the child's name and school name are on each drawing board. Don't worry about white-out marks, smudges or drawings outside the border. We're quite efficient at cleaning up children's drawings.

## □ Photocopy Classroom List.

Make copies of the Classroom List and fill in each teacher's name, room number and grade at the top. Transfer the orders from each student in that class on to the Classroom Lists. Print Clearly. Paperclip the finished drawing boards to the corresponding Classroom Lists.

## □ Fill out the Master Order Form.

Add up the totals on the classroom lists and fill in the grand totals in the space provided on the Master Order Form.

## □ Mailing your package.

Include in your package the Classroom Lists with their Drawing Boards, the Master Order Form and your check payable to Rembrandt Graphics Inc. Address your package to:

Rembrandt Graphics Inc.  
24 Goose Hill Road  
Cold Spring Harbor, New York 11724

You may choose to send it Priority Mail through the post office. They will supply you with a box or large envelope at no extra charge.

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