

SUGGESTED TO-DO LIST AND TIME LINE FOR FUNDRAISER

- **ORDER PRINTS FOUR WEEKS BEFORE FUNDRAISER EVENT**
- **PLACE ANNOUNCEMENT IN CHURCH BULLETIN TWO WEEKS BEFORE , (SEE SAMPLE)**
- **PRINT FLYER FOR INSERT AND DISTRIBUTION, (SEE SAMPLE)**
- **ANNOUNCE THE FUNDRAISER FROM THE PULPIT AFTER EACH MASS ON THE DAY OF THE EVENT**

ITEMS NEEDED FOR THE EXHIBIT

- **ONE LARGE EASEL FOR THE LARGE PRINT (34x24)**
- **ONE EASEL FOR THE 16X20 PRINT**
- **ONE EASEL FOR THE TESTIMONY**
- **ONE PLASTIC HOLDER FOR THE 8X10 MATTED PRINTS**
- **PRICE LIST AND ORDER FORM (SEE SAMPLE ON WEBSITE)**
- **PRICE TAGS**
- **SUMMARY WORKSHEET**
- **CASH BOX, SALES RECEIPT BOOK, PENS,**
- **ONE 6' OR 8' TABLE AND TWO CHAIRS**
- **SAVE SOME BOXES AND PACKING MATERIAL FOR RETURNS**
- **COMPLETE SUMMARY WORKSHEET AND FAX TO COTP, INC.**

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