wreath sale

Big Red Marching Band

24” Fresh Douglas Fir Wreath

*Each $20 wreath is decorated with berries, pine cones, and a **big red** velvety bow.*

Order Due Date: November 8th

Pickup Date: Wednesday, November 27th

Pickup Time: Between 4 pm and 8 pm

Not available then? Tell us an alternate date and time.
Contact the Wreath Coordinator for an alternate pickup date/time.

Pickup location: The Rodrique home — 750 Sharon Lane, Harleysville

Questions? Contact Pollie Rodrique at wreaths@soudertonbigred.org *or* (610) 613-2613

What to do

1. Find buyers! *OK to advertise on Facebook.*
2. Collect all payments---$20/wreath. (Checks need to be made payable to *BRBB*.)
3. Fill out your **Buyer List.**
4. Cut off and fill out the **Order Summary.**
5. Put the **Order Summary** and the **payments** that you have collected in an envelope. (KEEP your **Buyer List** and the top of this page.)
6. Write “Wreaths” *and your name* on the envelope.
7. On or before the **Order Due Date**: Put the envelope in the **Red Box.**
8. At the **Pickup Date** and **Pickup Time**: Pick your wreaths up at the **Pickup Location.**

Alternate pickup date/time: ______________________

9. Deliver wreaths to your customers. Thank them for supporting the band!

What about the wreaths bought by SAHS staff?

You won’t pick up or deliver wreaths bought by faculty and staff. They will place their own orders using the *Faculty & Staff Order Form*; they will pick up their wreaths at the end of the school day on the **Monday after Thanksgiving** outside the SAHS main office.

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Order Summary *wreath sale*

Put this form and all $ in an envelope marked “Wreaths” and put it in the Red Box by the **Order Due Date.**

Family name: ______________________ Student name: ______________________

Your phone #: ______________________ Total # of wreaths you sold: ______________________

Contact cell # for pickup reminders

Your email address: ______________________ $ you are turning in: $ ______________________

My pickup time

☐ I can pick my wreaths up on the **Pickup Date** and **Pickup Time.**

☐ I can’t make it on the **Pickup Date. I can pick my wreaths up at this date and time:** ______________________

Wreath Sale: Buyer List

This form is for your records. Keep it!

Enter as much information as you need so that you can keep track of who has ordered wreaths, who has paid (and how much), and how to get in touch with them so that you can arrange for deliveries.

	Purchaser Name	Address	# wreaths	Amount Due / Amount Paid
1				
2				
3				
4				
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