

THE FINAL SEASON

BASED ON THE AMAZING TRUE STORY

Program Coordinator Information

1. Program Coordinators To Do List:

1. You will need to identify a date that you will want to have ALL orders turned into you.
 - ✓ Communicate this to each player. There is a space on the form for this information.
2. You will need to let all players know who checks should be made out to.
 - ✓ There is a space on the form for this information.
3. Each customer must remit payment in full when placing their order with your player.
 - ✓ Be firm. No payment, No order.
4. Once all orders are collected you will need to do the following:
 - ✓ Make sure that you have received payment for all orders placed.
 - ✓ Make certain that each player's order form(s) are properly tallied by item by size.
 - ✓ Transfer the totals from each player's tally sheet to the Master Tally Sheet by listing the player's name and the total by item, by size.
 - ✓ Enter a grand total by item by size in the "Total Quantity Ordered by Item" row on the Master Tally Sheet.
 - ✓ Total the MASTER TALLY sheet to determine the payment due.
 - ✓ Using the envelope enclosed send the following items:
 - **All** PLAYER TALLY sheets
 - The MASTER TALLY sheet
 - A check for the total wholesale amount
 - Checks should be made out to **FINAL SEASON INC.**
 - Encourage your team to earn individual rewards and the team reward of a Final Season Movie Night. See Reward Zone Sheet
5. **The minimum order to receive the fundraising wholesale pricing is \$500.00**
6. **Double check your profits. You should earn \$5.00 x the number of items sold.**
 - ✓ Example, sell 100 items. \$5.00 x 100 items = \$500.00 profit.

2. FINAL SEASON INC's To Do List:

We will double check all PLAYER and MASTER Tally forms.

1. We will produce all items purchased.
2. Once all items are produced, we will package all items sold per player.
3. We will ship all merchandise packaged by player to you. **FREE FREIGHT**

3. Program Coordinators Final To Do List:

1. Receive the merchandise.
2. Disperse all the items to the players for delivery.

As a coordinator you will receive a FREE Final Season Coffee Mug for your wholesale qualifying order.

Please call the FINAL SEASON @ 866.331.7457 with any questions

