

LHS CHORAL 2007 EVERGREEN FUNDRAISER



Important Dates

- Sell from **October 3 to October 19, 2007.**
- Order forms are due on or before **October 19 – no exceptions!**
- Greens will be delivered to us between **November 26 & December 3.**
- Greens must be picked up by students on **announced delivery date.**
- Greens must be delivered to customers **within 24- 48** hours of pick-up.

Selling & Taking Orders

- **Write your name on your order form!!**
- Transfer the **prices** listed on the *Price Sheet* to your brochure & be familiar with the products before you begin selling.
- The **Direct Delivery Gift Program** offers the customer the opportunity to order a product and have it shipped to someone else. If you sell any of these, please make sure the customer completes an address label on the ***Individual Direct Delivery Gift Items Shipping Labels*** form.
- Collect payment from the customer at the time of order. Checks should be made payable to ***LHS Choral Guild.***
- Please fill in your order forms completely and if you need more, contact Dr. Lambert. Questions? Contact Janet Wright-Simpson@ jwrightsimpson@hotmail.com or 703.757.6653.

Email Distribution for Direct Delivery Program

You can also email out of town family and friends to order Direct Delivery Gift Items through our website. All they need to do is to visit the choral website at www.langleychorus.com and click on the holiday wreath for more information and order forms. Ask them to write your name in the blank for “seller’s name”, so that you get credit for their order, and to let you know about the order, so you can make sure that it is received by our department. You can check with Janet Wright-Simpson to confirm receipt. Mail orders must be received by October 20, so send your emails out early.

Profits from your sales will go directly against the costs of your spring trip fees. These products sell easily and profits add up quickly! Good luck!