



7 Simple Steps

- 1. Receive.** You have just received your box of ornaments. Welcome to the O4O Coordinator Team! We hope Ornaments4Orphans is a blessing to you, just as you are a blessing to us! Enclosed in this packet you will see a **Packing List** for your box. Take a second to familiarize yourself with the products and prices. Double check to make sure your items correspond with your sheet. And please don't write on any of the products or product tags.
- 2. Questions.** Send all questions to us. Email host@ornaments4orphans.org or call (205) 202-5616.
- 3. Display.** It's time to set up your tree! Choose a location where your tree will be most visible.
- 4. Promote.** Your box contains posters and other promotional materials. To access digital files of O4O print materials, videos, logo files and other images visit: ornaments4orphans.org/tools. Take advantage of these tools as you spread the word about your Ornaments4Orphans event.

Social Media is a powerful means to raise awareness for your O4O tree. Consider creating a personalized Facebook Event, Instagram pics of your display or tweets. Use **#o4o** so we can participate with you! We may share your posts on our Social Media:

Facebook: ornaments4orphans

Twitter: @o4orphans

Instagram: @ornaments4orphans

Pinterest: o4orphans

Encourage those who stop by your display to follow us on Social Media and add their name to our email list!

- 5. Sell.** All prices will be listed on your invoice. **Most ornaments are \$10.** Leave a sign and small collection box by your tree for times when it is unattended. Check the cash box regularly for any money. **Checks should be made out to: Ornaments4Orphans.** If you are using the **Square Card Reader**, type your name into the "Notes" section each time so we can identify credit card sales.
- 6. Convert.** Once you complete your event, please convert all collected cash into ONE check made out to **Ornaments4Orphans.**
- 7. Return.** Take a final inventory count and enter totals on your original Packing List. Seal the Packing List with the proceeds in the provided return envelope and mail it in separately to the PO Box address. Package any remaining products and/or materials and ship the box back to us using the **prepaid UPS shipping label.** Make sure you ship it to one of the addresses below.

UPS: Ornaments4Orphans
2819 Central Avenue
Homewood, AL 35209

USPS: Ornaments4Orphans
PO Box 610537
Birmingham, AL 35261

Thank you for being a part of Ornaments4Orphans!

With your help we are making the world more beautiful one ornament at a time. God Bless!