

HERFF JONES

# ADVISER ASSISTANCE

CHECKLIST

9 OF 12

MARCH – APRIL



## DISTRIBUTION DAY

- Check out [herff.ly/ybk-day](https://herff.ly/ybk-day) for tips, tricks and resources.
- Will you be moving boxes and setting up tables? Do you need help?
- How will you handle “extras” such as name plates, dust jackets and autograph supplements?
- Think through how you’ll distribute personalized books without mixing up names.
- Will students need places to sign books? Will it be a party atmosphere?
- How will students prove their payments? Did you know Herff Jones has wristbands you can hand out as entry tickets to your events?
- Make a kit for last-minute sales with a receipt book, computer, pens and money collection envelopes. Make sure you have staffers assigned to a sales table.
- Print a distribution list from eBusiness and resolve any potential issues such as duplicate orders, balances due, missing information or students who have moved.
- If you opted for name plates, you should receive them in time to check spelling and cross-check against your eBusiness list. If you check these as soon as they arrive, you may even have time to order replacements.
- When books arrive, take a minute to have a big reveal moment with your staffers. Make it special, and take lots of pictures! Send them to us at [ybk@herffjones.com](mailto:ybk@herffjones.com).
- Inspect and count all of your books when they arrive. We try to send extras to account for any scuffs acquired during shipping.
- Don’t forget to pull books for your classroom, administrators, the library, contests and critiques. When you get down to about five books, start a waiting list.
- Keep entering in-school sales into eBusiness so your records are correct.

## AND ANOTHER THING

- It’s time to get your spring supplement done! Allow two to three weeks for printing and shipping.
- Get next year’s staffers together and let them know about summer workshops. Plan some whole-staff activities for the spring.
- Look for summer workshops in your area and start the paperwork to make those happen.

