

## **Prior to Delivery of Your Shoppe**

- **A typical Holiday Shoppe usually runs three-five days, depending on the size of your group**
- **We will deliver your Holiday Shoppe merchandise on the day you specify**
- **Make arrangements with the school to have space available for your Holiday Shoppe; be sure the merchandise is secured nightly**
- **You will receive posters advertising your sale to the students; display them around school prior to starting date**
- **It is important to tell everyone you can about the program**
  - **The School Board Meeting**
  - **The School's Open House**
  - **PTA/PTO general meeting**
  - **Meetings with teachers**
  - **On the monthly menu**
  - **The School Newsletter**
  - **Listed on School District Calendar**
- **A Holiday Shoppe letter should be sent home to parents at least one week prior to the beginning of the bazaar (sample letter included in this mailing)**
- **Be sure to arrange for a buying time for each classroom**
- **Give each student a money envelope so their parent/guardian may fill in the amount to be spent in each category**