

# Holiday Shop<sup>®</sup> Steps at a Glance:

- \* Shopping Dates: \_\_\_\_\_ to \_\_\_\_\_
- \* Reserve Space at school for: \_\_\_\_\_ Confirmed: \_\_\_\_\_
- \* Place Notices in Newsletter: Date Done: \_\_\_\_\_
- \* Send Home "Watch For" Flyers: Date Done: \_\_\_\_\_
- \* Place Posters around the school: Date Done: \_\_\_\_\_
- \* Display the banners: Dates Done: \_\_\_\_\_
- \* Send Home "Has Arrived" Flyers & Envelopes: Date Done: \_\_\_\_\_
- \* Obtain \$100.00 in change from Treasurer: \_\_\_\_\_
- \* Schedule Volunteers: \_\_\_\_\_
- \* Post Classroom Schedule in Teachers' Lounge: \_\_\_\_\_
- \* Put Classroom Schedule in Teachers' Mailboxes: \_\_\_\_\_
- \* Advertise the classroom shopping dates: \_\_\_\_\_

