



# **sing4me.net – Quartet Sort Day Checklist**

***SING WELL and HAVE FUN! We want them to order next year.***

**CONTACT SV COORDINATOR** with problems or questions at 612-470-8540

**EACH QUARTET SHOULD BE RECEIVING:** (pick up or via email)

1. Delivery Schedule of Orders (adjust times as necessary and inform buyers if possible)
2. Details for each of your orders with: Recipient's name, Delivery address, Personal message, etc.
3. Blank Order Form paper copies for last-minute orders. Can order [www.sing4me.net](http://www.sing4me.net) if needed.
4. Extra Photo Release Forms. Pre-fill in the year, order number, and recipient(s) from the order so you're ready. Get signatures from everyone in the shot. Ask people to share videos on our Twin Cities Singing Valentines facebook page.
5. Flyer to hand out if needed. (PDF available to print online if more needed.)
6. Valentine Cards & Red Envelopes. Fill out in advance with message from sender (found on order form).
7. Business Cards to hand out to bystanders on delivery.
8. Bring your ID in case you have to sign-in to a school or business with strict security.

**IF ORDERS COME IN ON EVENT DATE(S):**

1. You will be contacted by the coordinator and sent all the information.
2. **On-the-Spot Orders:** Call the COORDINATOR who will place the order for the buyer online... OR
  - a. **CREDIT CARD** orders can be placed online via a cell phone. Open your Google browser and go to [www.sing4me.net](http://www.sing4me.net). Click the PLACE ORDER button. Hand your phone to the customer to fill in the fields and enter their own card information.
    - i. Select your quartet from the drop down menu
    - ii. Put **ACCEPTED** in the **Additional Instructions** field
    - iii. Fill in one of the extra Recipient Cards and a Photo Release Forms as usual
    - iv. Call the coordinator with the order info and number and info.
  - b. **CHECK/CASH or COD** order use the extra **Paper Order Forms**. (PDF can be found on the website)
    - i. Write your Quartet name in as Assigned/Delivered by Quartet
    - ii. Collect the check or cash and mark the Form COD with "Cash" or "Check No ###"
    - iii. Fill out a Recipient Card and Photo Release form as usual
    - iv. Call the Coordinator with the Order number and info

**AFTER DELIVERY DAY:**

1. Email to recipients any photos/videos taken. Choose the best one(s) to send.
2. Send any good photos/videos to [info@sing4me.net](mailto:info@sing4me.net) – Order# MUST be in the filename!

**Return the following to the Singing Valentines team:**

1. All unused materials – Valentine cards, business cards, flyers, red envelopes
2. All recipient photo/video Release forms. Can be scanned and sent as an email attachment.  
We need their email to send out a reminder next year.
3. All monies collected for COD orders. Write order# on each check. Can be mailed or delivered to a team member or Treasurer of the Minneapolis Commodores (address on [www.sing4me.net](http://www.sing4me.net) > Contacts page)
4. Any orders accepted and delivered on Delivery day -- order form and payment.
5. Any contacts for NEXT year! E.g. A business who expressed interest – get contact info!