



sing4me.net – Quartet Sort Day Packet

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

CONTACT YOUR SV COORDINATOR by phone, text or with problems or questions:

<ON CALL NAME, PHONE, EMAIL, DATE(S) TIMES>

INCLUDED IN EMAIL TO EACH QUARTET SHOULD BE:

1. Individualized quartet order summaries
2. A summary list of each of your orders
3. An Order Form PDF - for last minute orders. You can also place orders on the website via your phone. There's a link on the MATERIALS page to the online form.
4. A Photo Release Form PDF - Please print enough for each order. Write the order number and recipient's names on the form so you're ready. You can also fill out this on the website via your phone. There's a link on the MATERIALS page to the online form.
5. Flyer PDF to print and hand out if needed

YOU SHOULD BRING THE ITEMS YOU'VE ALREADY PICKED UP FROM YOUR SV REP:

1. Personalized Cards & Red Envelopes to fill in
2. Business Cards to hand out

IF ORDERS COME IN ON EVENT DATE(S):

1. You will be texted or called by the coordinator and sent all the information.
2. **On-the-Spot Orders:** Call the COORDINATOR
 - a. Hand your phone to the customer to place the order on-the-spot.
 - b. OR on your phone go to www.sing4me.net and place the order.
 - i. Select your own quartet from the drop down
 - ii. Put **ACCEPTED** in the **Additional Instructions** field
 - iii. Call the coordinator with the order number.
 - c. OR fill out the Paper Order Form
 - i. Collect the check/money/credit card info
 - ii. Fill out a Photo Release form
 - iii. Call the Coordinator with the Order Info

PHOTOS OR VIDEOS:

1. **SHARE** or ask recipient to share with our **Twin Cities Singing Valentines** facebook page. If THEY share, it gives us permission to use them on facebook!
2. **EMAIL PICS WITH PHOTO RELEASES TO:**
 - a. The recipient AND
 - b. s4mquartets@gmail.com – Order number MUST be in the filename!
 - c. Make them FUN! (eg. lean in smooch or blow a kiss).
 - d. A **Photo Release** form is REQUIRED with photos/videos. Put ORDER# in filename.

AFTER DELIVERY DAY, return the following to the Singing Valentines team:

1. All unused materials - cards, flyers, envelopes
2. All recipient photo/video Release forms. We need their email to send out a reminder next year.
3. All monies collected for COD orders. Mark orders/checks with the order number/check number.
4. Any orders accepted and delivered on Delivery day -- order form and payment.
5. Any contacts for NEXT year! Eg. A business who said they might be interested – get contact info!