

BBQ with the Band

Packet Instructions

Things you will need:

- Mailing list that you create of family, friends, and neighbors who might attend or donate (save for next year!)
- Envelopes—2 per mail-out (1 large No. 10 and 1 small “return” envelope)
- Stamps (please put a stamp on the return envelope)
- Pre-printed “Slick” Event Flyer
- Copies of the following: (download from the “Forms” tab on HPHSBand.com)
 - BBQ and Raffle Order Form (1 per mail-out, double-sided with Glad for Plaid order form on the back)
 - Blue Out T-shirt Order Form (1 per mail-out)
 - Thank You Notes (for order delivery)

Place the following in the large No. 10 envelope for each customer on your mailing list:

- Pre-printed “Slick” Event Flyer **signed by your band student**
- BBQ and Raffle Order Form with the Glad for Plaid form on the back (print double-sided)
- Blue Out T-shirt Order Form
- Self-addressed return envelope (stamp is highly encouraged)
- **Entire band mails out the BBQ packets on Monday, July 31st**

For every order you receive (new this year!):

- Enter the order information on the band app at **HPHSBandApp.com** and Login when prompted as follows:
 - Username: your email
 - Password *for new users*: HBBRocks! (Existing users may have customized their password)
 - On Main Page, select “View Student BBQ Sales,” then “View BBQ Status,” then “add BBQ item”
 - Carefully fill in **all information** for each customer’s order.
- **Note:** The dollar amount on orders entered (on “BBQ Summary”) should match the amount of funds collected. Please check!
- Include customer order forms and funds in the Collection Envelope
- Students bring their Collection Envelope to band hall on the following **turn-in dates:**
- **Packet turn-in dates are: September 20th and October 10th**
- Band moms will collect packets before school at of 7:30am or you can put in the band safe. Do **NOT** give to directors!

Pick up processed Collection Envelope and Blue Out T-shirt Orders:

- Students pick up packets the following Monday after band marching rehearsal on: **September 25th and October 16th** outside the band hall
- **YOU** hand deliver or mail BBQ tickets, Blue Out shirts, and thank you notes to your customers
- **The raffle committee will handle raffle ticket orders**

HELPFUL HINTS

- ◆ Start early
- ◆ Create mailing labels
- ◆ Print forms in color
- ◆ Deliver tickets quickly
- ◆ Deliver shirts quickly
- ◆ Enter orders online
- ◆ Save mailing list for next year
- ◆ Send to everyone you know
- ◆ Download website forms in color
- ◆ Personalize forms before printing
- ◆ Return order form w/ orders as tax receipt
- ◆ Make sure order total matches funds

QUESTIONS?

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