

Step by Step Fundraiser Overview

Up to 12 months before Fundraiser

- **Choose Fundraiser Location and Date.**
 - Contact the person or department responsible for room/ facility scheduling. If unsure who to ask or where to start, speak with an administrative assistant in the executive office to find out how to go about scheduling the lobby, cafeteria or conference room. Try to have at least 2 backup dates in case of scheduling conflicts
 - Call Omega to schedule your event. We will schedule a fundraiser with as little as 2 weeks notice, provided we have the date available. Our calendar does fill quickly, so the more notice you can give, the better the chance of getting your desired date.

6 weeks before fundraiser

- **Place your promotional materials request.** This can be done on our website <http://www.garnishcreative.com/promoting.html> or call us at 800-606-4718 to discuss how to promote your fundraiser.
- **Contact the facility environmental service manager to arrange to have tables available for the fundraiser.** If your facility does not have tables available for use, please call us so that we may arrange to rent them.
- **Contact Payroll department to confirm payroll deduction policy.** We can provide the necessary forms which can be customized to your organization's payroll system. Please contact us for more information about this.
- If you would like to have members of your organization help at the fundraiser, begin to contact them to schedule times to work. We are always glad to have help with showing customers jewelry. It is very low pressure environment and a lot of fun!

1-3 weeks before your fundraiser

- **Distribute promotional materials.** (These will arrive about a week after you have request them from us)
 - Staggering the distribution works well whenever possible. We suggest working from smallest to largest- in other words, place the table tents first, then a few days later distribute the flyers and a few days after that, hang or display the posters.

Day of Fundraiser

- **Do as much or as little as you would like or are able to do.** Omega representatives can implement your fundraiser with no assistance from anyone in your organization. That being said, we always appreciate any help and offer discounts to those who do help before, during or after the fundraiser.

Immediately after the Fundraiser

- **Deliver all necessary forms to the payroll department.**

It really is this easy!! Please call 800-606-4718 to discuss any questions you may have.