



Cookie Dough Delivery Checklist

A. TIMELINE:

- ___ Have you been contacted to confirm your delivery day and time?
- ___ Have you scheduled your volunteer help to be there at the specified time?
- ___ Order set-up & checkout: The order will be brought in and sorted. The driver will arrange cases in the order you request. (DSD Only)
- ___ Did you hang signs for a quick, easy and organized sort process for the delivery driver? If delivery is not DSD you still want to hang signs for an easy sort process.
- ___ Is your paperwork ready for handling order pick-ups?
- ___ Did you schedule parent pick-ups 2-3 hours after the delivery time? This will give you adequate time to set everything up.

B. SUPPLIES FOR DELIVERY:

- ___ Pens, calculators, highlighters and a cashbox (depending on the type of sale).
- ___ Tables for check-in, tape and order copies.
- ___ Event signs to post directing parents to the pick-up area.
- ___ Optional - sheets listing each letter of the alphabet that corresponds to the last name of the participant.

C. VOLUNTEER CALCULATOR:

If your **RETAIL** sale is between:

\$ 5,000 - \$10,000	3-4 volunteers needed
\$10,000 - \$15,000	4-5 volunteers needed
\$15,000 - \$20,000	5-6 volunteers needed
\$20,000 - \$30,000	6-7 volunteers needed
\$30,000 - \$40,000	7-8 volunteers needed
\$40,000 - \$50,000	8-9 volunteers needed

*** REMEMBER -
Set up and
distribution will
go quicker with
more volunteer
assistance!**

(Ensure the volunteers know the scheduled time for the delivery day)

