



## How to Easily Distribute Fully Baked Products:

### Preparation:

1. Email, call us or place your order online with your final order.
2. You may round up your order to even cases (6 braids per case) if you would like to have extras on-hand for late orders, or if your group would like to have additional braids to sell after delivery.
3. Sort order forms alphabetically and / or by class.
4. Order form columns should be totaled to the bottom and "Total braids" box filled in.
5. Setup an area with 2 long table's end-to-end forming a straight assembly line. Setup multiple rows for deliveries over 500 braids.
6. Contact volunteers to help sort orders:
  - Less than 500 braids = 1-2 volunteers
  - 500-1000 braids = 4-8 volunteers
  - 1000+= Call Us. We will separate it per participant for you!

### Delivery Day:

1. Please pick an area for delivery without steps and close to an outside door.
2. We will assemble your braids in order by flavor on the tables and count with you prior to sorting any orders.
3. Volunteers work in pairs. One person reads the order form (Reader) and one person picks the order (Picker). Our boxes are used for packaging to keep the braids cold.
4. Check orders and pack them at the end of the assembly line.
5. Volunteers can write names on boxes after assembly is complete.

### Plan:

1. You may have no-shows or absentees the day of delivery so have a storage plan.