

# BRICKTOWN POPCORN

## Fundraising Popcorn Delivery & Distribution

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(NAME OF SCHOOL/ORGANIZATION)

**Date Bricktown's Popcorn order will be delivered \_\_\_\_\_**

### **Prepare fundraising popcorn for hand-out:**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

### **Hints to help make delivery and popcorn distribution easier:**

1. Secure a site at your delivery location where you can safely store your Bricktown's Popcorn when your order is delivered. We recommend using this space for popcorn preparation and distribution.
  - a. Store popcorn off the ground in a cool, dry place.
2. E-mail friends/helpers to assist you on popcorn hand-out date.
3. Check your order:
  - a. Count all cartons received to make sure it matches the number noted on your receipt.
  - b. Open the cartons and group all like items together in the same order they appear on your form.
  - c. Count the total number of each item received and check against your order form.
  - d. If there are any concerns with your order (incomplete, incorrect, or damaged), please contact us immediately so we can make it right. Call (515) 635-1975 or email [fundraisers@bricktownpopcorn.com](mailto:fundraisers@bricktownpopcorn.com).
4. Organize Popcorn
  - a. Pull each individual order. Do not distribute any popcorn until you have put all the orders together. Work in pairs and double-check as you go.
  - b. Put popcorn into bags and mark for each student. Arrange bags by classroom or name for ease during product pick-up.

*Tip! Staple the pre-sale flyer to their bag.*
5. Student popcorn pick-up
  - a. Instruct students to pick-up their popcorn at a designated area.
  - b. Distribute popcorn toward the end of the day, so it does not get lost, melted, or eaten.