



Helping You Raise Dough For Your Community!

Tools For A Successful Sale And Easy Delivery

Enclosed Are All the Ingredients for a Successful Fundraiser...

Page 3-5 **Fundraising Check List**

Refer to this checklist to ensure a successful fundraiser.

Page 6 **Announcement Letter**

Ready-to-go Announcement Letter can be put on your letterhead to distribute to parents/group members before your sale.

Page 7 **Ready-To-Copy Artwork**

Make your own announcements and flyers.

Page 8-11 **Sale Kick-Off Guide**

A step-by-step guide to ensure an easy and informative Kick-off.

Page 12 **Teacher/Leader's Reference Sheet**

Distribute to each teacher/group leader so they can familiarize themselves with sales procedures.

Page 13 **Pizza Kit Home Delivery Promotional Flyer**

Friends and Family across the country can now support your organization!

Page 14 **Order Forms Are Due Reminder Notice**

Distribute to all sellers a few days before order forms are due.

Page 15 **Delivery Day Reminder Notice**

Distribute Reminder Notices to all sellers a few days prior to delivery. Also distribute delivery reminder notices for your sellers to give to their customers.

Page 16-18 **Publicity Ideas and Ready-To-Go Press Release**

"Get the word out" before your fundraiser starts!

Page 19 **Volunteers Needed Notice**

Distribute Volunteers Needed notices to find helpers for delivery day.

Page 20 **Delivery Day Checklist**

Use this helpful checklist to ensure everything runs on delivery day.





Helping You Raise Dough For Your Community!

All the Ingredients for a Smooth & Easy Delivery...

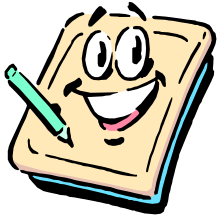
- Page 21** **Order Pick-Up Check List**
This short checklist will help in running a successful order pick-up.
- Page 22** **Driver Delivery Sign**
Place this delivery sign on the door that the Little Caesars® driver should go to for delivery.
- Page 23** **Tips For Easy & Organized Product Distribution**
Use these tips to make pick-up time as easy as possible.
- Page 24-25** **Delivery Day Layout Guides**
Use these layouts to organize your product for pick-up - either by individual order or by product type.
- Page 26** **Kit Count Reference Sheet**
These helpful diagrams show you how Pizza Kits are stacked on pallets, ensuring that counting your product will be easy.
- Page 27** **Delivery Day Product Signs**
Use these convenient signs to separate product during unloading of pallets. Available at PizzaKit.com



Ask a Representative for **FREE** posters to display at school, work and everywhere!

Questions?

Our Friendly! Friendly! Customer Service Representatives are available
Monday - Friday 8:30 a.m. - 8:00 p.m. ET
1-888-4-LC-KITS (1-888-452-5487) • Fax: 313-471-6101 • PizzaKit.com



Fundraising Check List

...As Easy As 1-2-3!

Thank You! Thank You![®] for choosing Little Caesars[®] Pizza Kit Fundraising Program. Here are some helpful steps to make sure your fundraiser is a success!

Start Your Sale and Plan a Kick-off




- ❑ Distribute the enclosed Announcement Letter (page 6) to each student/member seven days before your fundraiser begins.
- ❑ Start your Little Caesars[®] Pizza Kit Fundraiser with a kick-off presentation for your students/ members.
 - Follow the steps outlined in the Sale Kick-Off Guide (page 8-11) to ensure an easy and informative kick-off for your students/organization members.
 - Allow about 20 minutes to tell everyone about your fundraiser.
 - Hold your kick-off a day or two before your fundraiser begins.
- ❑ If necessary, distribute a Teacher's/Organization Leader's Reference Sheet (page 12) on the first day of your fundraiser. This will inform them of the fundraising sale dates, order turn in dates and delivery date.
- ❑ Distribute Order Forms and Customer Delivery Reminder Slips (page 15) to each student/member at your kick-off or on the first day of your fundraiser.
- ❑ Get the word out before your fundraiser begins! Display posters, send e-mails, distribute newsletters, Pizza Kit Home Delivery Flyers (page 13) and post announcements!
- ❑ Distribute your Volunteers Needed Notices (page 19)
 - We suggest that you have volunteers handy to help tally orders for your final order date.
 - Make sure to have volunteers on hand the day of delivery to help sort your kits. We suggest one helper for every 100 items sold.

Collect Order Forms and Payment Due

- ❑ Collect order forms and payment from each student/member on the fundraising sale end date. Allow a few extra days to collect any late order forms that are returned. *Make sure payment is attached. Checks should be made payable to the School/Organization.*
- ❑ Total your orders on our convenient Tally Sheet or download at PizzaKit.com. Make sure each payment equals the product ordered.

Place Your Final Order

Final orders must be placed by noon on the final order date specified on your confirmed registration form. There are three convenient ways to contact us:

-  **Online:** Whenever it's convenient for you! 24-hours-a-day at PizzaKit.com (make sure you have your Customer ID and password)
-  **Phone:** Our representatives are available to help you Monday - Friday 8:30 a.m. - 8:00 p.m. ET. Call us toll-free at 1-888-4-LC-KITS (1-888-452-5487)
-  **Fax:** 313-471-6101

To ensure accurate and timely delivery, late orders cannot be accepted.

Delivery and Payment

- Distribute Delivery Day Reminder Notices (page 15) to students/members at least three days before delivery of kits.
- Your items will be delivered in a refrigerated truck on the scheduled day and time. Pizza Kits, Bread Kits and Cookie Dough can stay out of refrigeration for up to 6 hours after delivery. Pie Kits can remain out of the refrigerator for no longer than 4 hours before being refrozen. Please see inner packaging for specific product handling instructions.
- Someone must be available to meet the driver at your scheduled delivery time to make payment and count your order with the driver.
- To prevent any delays in delivering your order indoors, please make sure doorways and walkways are wide enough for a pallet (48" wide).
- Drivers can bring kits indoors (at a public building) but NOT up or down stairs.
- To speed up unloading and organizing your items, please plan on having one volunteer for every 100 items delivered. Remind your volunteers to meet you at the delivery location before your delivery time.
- When the driver arrives, he or she will help unload and count your order to ensure everything is accurate.
- After counting your order, please sign the invoice and give the driver your organization check, cashier's check or money order. Please make check payable to **Little Caesars Pizza Kit Fundraising Program (LCPK)**. If there are any missing or damaged items make sure to note that on the driver's invoice.
- Little Caesars® Pizza Kit Fundraising Program cannot be responsible for shortages once the invoice has been signed by a member of your School/Organization.
- If there are shortages or damaged items please call Little Caesars Pizza Kit Fundraising Program at **1-888-4-LC-KITS (1-888-452-5487)**.
- See other Delivery Day Tips on page 23.**

Item Distribution

- ❑ Please refer to the enclosed Delivery Day Layout Guides (page 24-25) for easy and organized product distribution.
- ❑ Visit PizzaKit.com to print out Product Delivery Day Signs. You can find the Product Delivery Signs at the "How it Works" link, Chairperson Packet. Or call 1-888-4-LC-KITS (1-888-452-5487).
- ❑ Be sure to allow enough time to sort your order before having parents arrive to pick up their items.

Scheduling Your Next Little Caesars® Pizza Kit Fundraiser

- ❑ Choose the dates for your next Little Caesars® Pizza Kit Fundraiser.
- ❑ Register your fundraiser online or call our friendly representatives at our toll-free phone number 1-888-4-LC-KITS (1-888-452-5487).
- ❑ Confirm your delivery date and time with our representative.
- ❑ We will provide you with everything you need to start your fundraiser including: **FREE** order forms, **FREE** posters, and **FREE** Kick-Off tools.



Questions?

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Fundraising Announcement!

Dear Parents/ Members:

Starting _____,
(Day/Date) (Name of School/Organization)

will launch a Little Caesars® Pizza Kit Fundraiser to raise funds for:

(Purpose/Name of Product being sold)

- Our sales period will be from _____ to _____.
(Day/Date) (Day/Date)
- Each seller will receive an order form to keep track of customers, orders and payments.
- Students/Members collect payment at time of order. Checks should be made payable to School/Organization.
- Students/Members turn in order forms and money by _____.
(Date)
- Be sure to tally your order form across every row and down every column.
- Our delivery date is _____ at _____.
(Day/Date) (Time)
- Our delivery location is _____.
(Location)
- Pick-up time is scheduled for _____ at _____.
(Day/Date) (Time)
- Assistance in coordinating deliveries to customers will be necessary. Please contact me if you can help!

We expect that this Little Caesars® Pizza Kit Fundraiser will be a great success! We're confident that we'll develop many repeat customers and referrals, which could make this our most profitable fundraiser yet! With that in mind, please don't forget to save your customer lists for future sales! As always, we appreciate your support and look forward to great success!

Sincerely,



**It's Time To Raise
Big! Big Dough!**



Sale Kick-Off Guide

Get Your Little Caesars® Pizza Kit Fundraiser Off to a *Fast Start* with a Kick-Off!

We've found that Schools/Organizations that hold a kick-off at the start of their fundraiser have better seller participation, higher sales and MORE profit! A kick-off is a great way to get your fundraiser off to a *fast start*, as well as an ideal time to give your students/members important information about your fundraiser. Ask us about our FREE Kick-Off tools!

Here are **11 Easy Steps** to a successful kick-off:

1.) **Set a goal and let everyone know the purpose of your fundraiser . . .**

While planning your fundraiser, set a goal and let everyone know why you are raising money. Decide how much money your School/Organization wants to raise. Once you've set your dollar goal, it's easy to calculate how many items each student/member needs to sell to reach your goal.

2.) **Hold your kick-off a day or two before your fundraiser begins . . .**

Plan a short assembly (about twenty minutes) for your students/members in the gymnasium or wherever you hold your meetings.

- Use a Public Announcement (PA) system if possible.
- Display some visuals around your meeting area! We'll be happy to provide FREE fundraising posters and a DVD, just let us know how many you'll need!
- To start the kick-off, tell everyone why you've asked them to attend:

"We have exciting news! For the next few weeks, our (School/Organization) will be holding a Little Caesars® Pizza Kit Fundraiser to raise money for (purpose). Our goal is to raise (dollar amount we want to raise). This means each student/member only has to sell (# of items) to reach our goal."

3.) **Encourage participation from the group . . .**

- Ask a question! Such as: "How many of you like Pizza?" or "How many of you like Cookie Dough?" (All hands will be raised!)
- Play a trivia game! Trivia questions and fun facts that are sure to keep your audience entertained. To keep things lively, give a prize or small treat to each person who answers a question correctly.

(* = Correct answer)

- 101 On average, how many pizzas per year does each person living in the U.S. consume?
- (a.) 5.5
 - (b.) 11.5*
 - (c.) 25.5
 - (d.) 365.5

- 102 How many pounds of pepperoni do Americans consume every year?
- (a.) 252 Million*
 - (b.) 25 Million
 - (c.) 1.5 Million

- 101 What country originated the idea of topping a pizza?
 - (a.) Rome
 - (b.) Italy
 - (c.) Greece*

- 102 How much money is spent on pizza in the U.S. each year?
 - (a.) \$1.2 Billion
 - (b.) \$13.2 Billion
 - (c.) \$31.2 Billion*
 - (d.) \$52.2 Billion

- 103 What two U.S. states consider the chocolate chip cookie their "Official State Cookie"?
 - (a.) Ohio and Michigan
 - (b.) California and Iowa
 - (c.) Montana and Colorado
 - (d.) Pennsylvania and Massachusetts*

4.) Mention these facts about Little Caesars® Pizza Kit Fundraising Products...

- **Great quality and value!** When purchasing Little Caesars® Pizza Kits Products your customers are getting great tasting products from a trusted brand name and a company that has been making meals special for more than 45 years!
- **Pizza Kits, Cookie Dough and Pie Kits are convenient!** They contain all the ingredients to make wholesome and delicious pizza, specialty breads, pies and cookies at home in minutes.
- **Pizza Kits, Cookie Dough and Pie Kits are fun for the whole family!** Kids love to help prepare them, and you can make them for birthdays and special events. If your kick-off is for a school or youth group, give examples of customers. **Example:**
 - "We can easily reach our goal if we sell to friends and family, such as
 - Mom & Dad (or the adults at home).
 - Grandparents, aunts, uncles, close friends and neighbors.
 - Ask the adults at home to sell Pizza Kits, Cookie Dough or Pie Kits at work.

5.) Review your fundraising sale dates . . .

- Announce the length of time your School/Organization will hold the fundraiser.
- Announce the exact date your fundraiser begins.
- Announce the exact date order forms and payments are due.
- Announce the date, time and location of your delivery and order pick up.

6.) Share these helpful hints for success . . .

- Use your order form as a sales tool as well! Show customers the variety of delicious items!
- Be sure to point out to customers that each item contains all the ingredients for several products and is a ***GREAT VALUE!***
- Tell customers that all Pizza Kits, Cookie Dough and Pie Kits are packaged to ensure freshness and can be re-frozen.
- Be sure to tell all of your customers why your group is raising fund\$!

7.) Provide important payment & delivery information . . .

- Payment is collected as your orders are taken.
- Checks should be made payable to the School/Organization.
- Payment and order forms should be turned in together on the Order Form Due Date.
- Be sure to give your customers a Customer Delivery Reminder Slip, so they'll be available when you deliver their items.

8.) End your kick-off by asking the following questions . . .

- Why is the money being raised?
- What is our \$ goal?
- How many items do each of us have to sell to reach our goal?
- How long will our Little Caesars® Pizza Kit Fundraiser run?
- Who can we ask to support our fundraiser?
- When do our customers pay for their order?
- Who are checks made payable to?
- What date are your order forms and payments due?
- What date will our fundraising items be delivered?

9.) Handouts for your kick-off . . .

You may want to give each student/member the following materials at the kick-off.

- An order form and a sheet of customer delivery reminder slips for each student/member.
- A letter announcing your fundraiser.
- An "Awards Flyer" describing incentives that your School/Organization may want to provide to individual top sellers, such as movie passes or gift certificates to a local restaurant or store. Our top-selling groups report Higher \$ales when offering small incentives.

10.) Thank everyone for attending!

- Let everyone know how important they are to the success of your fundraiser!
- Just follow these simple steps and your School/Organization will be off to a *fast start!*
- If you need posters for your kick-off or have questions, call us at **1-888-4-LC-KITS** (1-888-452-5487). Our representatives are available Monday - Friday 8:30 a.m. to 8:00 p.m. ET. Or, visit us online whenever it's convenient for you at **PizzaKit.com**.

11.) Safety First!

Remember, for your personal safety please do not sell door-to-door to strangers. Family and Friends only!

Public Address (PA) Kick-Off

Your school or organization can also do a PA (Public Address) Kick-Off. A PA Kick-Off is a quick and easy way to reach your students/members without disrupting their day. A PA Kick-Off is a unique way to create excitement for your fundraiser.

Good (Morning/Afternoon) _____ School! I can't hear you...Good (Morning/Afternoon) _____ School!!! We're here today to kickoff our Little Caesars Pizza Kit Fundraiser.

To start things off, I have a question for you. How many of you like pizza? Raise your hands. How many? Wow, that's a lot! I love pizza too! In fact, since almost everybody enjoys pizza, your (school/PTA/PTO council) has decided to sell Little Caesars Pizza Kits! Not only are they easy to sell, but they're fun to make and delicious to eat!!

(Add anything that school is doing on their own in addition to pizza awards luncheon: top seller prizes, classroom prizes, prizes for reaching the school-wide goal, etc...

OK, just a few more things. Do I have everyone's attention? (pause) Because we care about you and we want you to be safe, we have a few tips for you to follow while you're selling your pizza kits:

- Don't go door-to-door, or visit the homes of strangers.
- You should sell to your family, friends, neighbors, people at church, people you play sports or do other activities with.
- How many of your moms and dads go to work? You can ask them to take the order form there.
- Or you can even have an aunt, uncle or grandparent help you too!

Today, before you go home, look for your Little Caesars order form. Give it to your mom or dad when you get home. There's also a flyer with it that explains all of the dates that need to be marked on your calendar at home. (If your school uses planners, then add...You can even write those dates in your planners to help remind them.) (If your school doesn't use planners, then add...Your teacher will write these dates on the board to remind you too!) (Or you can add both sentences).

So, one last question....who's going to be our top sellers? Super!



Teacher/Leader's Reference Sheet

Name of Fundraising Chairperson/Organization Leader: _____

Phone Number: (_____) _____ - _____

Sale Start Date: _____

Order Turn In Date: _____

(ORDER FORMS & PAYMENT ARE DUE)

Delivery Date & Time: _____

(DAY/DATE)

(TIME)

Sales Procedures

1. Ask each student/member to fill in their teacher/coordinator's name, order turn-in date and delivery date on his/her order form.
2. **Remind students/members that payment must be collected as orders are taken.** Checks should be made payable to your School/Organization, and not to Little Caesars®.
3. Remind students/members to give Customer Delivery Reminder Slips (page 15) to customers when they take their order.
4. Remind students/members of the order turn-in date, delivery date, and pick up times throughout the fundraiser.
5. At the end of your fundraiser, be sure to:
 - ⇒ Collect all order forms and payment.
 - ⇒ Make sure each student/member's order form and payment are kept together. **Please do not separate.**
6. Fundraising Chairperson/Organization Leader will collect all order forms and payment from each classroom/member.
7. Please distribute Delivery Day Reminder Notice (page 15) to each student/member three days before delivery.



New Pizza Kit Home Delivery!

Friends and family across the country can now support your school or organization!*

You can now order your favorite Pizza Kits online and have them delivered directly to your home or office. Pizza Kit Home Delivery is a great addition to your current Little Caesars Pizza Kit Fundraising efforts because your school or organization will automatically earn **\$3** for each kit sold.

Easy

- Orders are placed online – no paperwork, no money handling.
- Pizza kits are delivered directly to your home or office.

Profitable

- Your school or organization will automatically earn **\$3** for each kit sold.

How It Works

- Get the word out! Let friends and family know they can now order Pizza Kits online and support your school or organization.
- Order online whenever it's convenient at **PizzaKit.com**.
- Pizza Kits are delivered directly to your home or office.
- Your school or organization will automatically receive **\$3** for each kit sold.

Important:

School/Organization ID number must be entered at the time order is placed to receive **\$3** profit.

Your ID#:

Please be sure all your customers have your school/organization ID number handy when placing online orders.

*Pizza Kit Home Delivery may not be available in all areas at this time. Shipping rates apply. See delivery areas at PizzaKit.com.

Shop online at **PizzaKit.com**
Or call us at **1-888-4-LC-KITS** (1-888-452-5487)

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Reminder... Order Forms Are Due!

Dear Parents/Members:

Your Little Caesars® Pizza Kit Fundraising order forms are due back on _____.
(Date)

Please return the following:

1. Order form -

- Your child's name and phone number.
- Teacher's name and room number (if applicable).
- Make sure the "Total" box is filled in (ensure the total payment due matches the total number of items ordered).
- Make sure customer's delivery time has been filled out on the order form, so customers are available to accept their orders when you deliver them.
- Make sure every customer receives a *Customer Delivery Reminder Slip*.

2. Payment - checks should be made payable to _____.
(School/Organization Name)

Payment is due with the order forms.

3. Please write your child's name on every check that you submit with your order form so no check is misplaced.

4. Our delivery date is _____ at _____.
(Day/Date) (Time)

5. Pick-up time is _____ at _____.
(Day/Date) (Time)

*Please plan on helping your child with delivering products
to his/her customers on delivery day.*

Thank You For Your Order!



Delivery Day Reminder Notice

Dear Parents/Members:

Just a reminder that our Little Caesars® Pizza Kit Fundraising delivery/pick up will take place on:

_____ from _____ to _____ at _____.
(Date) (Time) (Time) (Location)

Your child will need help delivering products to his/her customers. **Your items will arrive in a refrigerated truck and must be re-refrigerated within 4-6 hours of delivery to ensure quality.** For that reason, immediate delivery of Kits, Cookie Dough and Pie Kits to customers is recommended.

If you have any questions, please feel free to contact me at _____.
(Chairperson's Phone #)

We're looking forward to a great fundraiser. Thanks for your continued support!

Sincerely,

***Remember to save your customer lists for future sales. . .
Customers will want to reorder!***

It's a good idea to call customers 1-2 days in advance to ensure that they'll be available to receive their orders. Delivery time for each customer should be specified on the order form.



Advertise Your Fundraiser!

Advertise Your Little Caesars® Pizza Kit Fundraiser with Local Publicity!

- ❑ Call the editors of your local newspapers, radio stations and TV stations and send copies of the enclosed press release on your School/Organization letterhead. You'll find general guidelines for submitting a Public Service Announcement (PSA) to your local radio and TV stations on page 18.

- ❑ Send the local media a photo that shows your School/Organization and your fundraising goals.

- ❑ Follow up with the media after your sale to announce your achievements. (Did you meet/exceed your goal?)

- ❑ Announce your fundraiser in your school/organization newsletter and via e-mail.

Poster the Town!

**Display posters announcing your fundraiser at school,
at work and throughout the community.**

Ask a representative for as many FREE posters as you need!

Ready-To-Go Press Release
(SAMPLE—retype on your letterhead)

FOR IMMEDIATE RELEASE

**(School/Organization Name) SELLS LITTLE CAESARS® PIZZA KITS,
COOKIE DOUGH AND PIE KITS TO RAISE MONEY FOR
(Purpose)**

(City), (State), (Date)—(School/Organization Name) is holding a Little Caesars® Fundraiser to raise money for (Purpose) from (Date) through (Date).

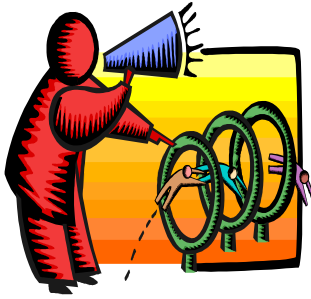
Little Caesars® Pizza Kits, Cookie Dough and Pie Kits range in price from \$12.00 - \$19.00 and contain all the ingredients to bake delicious pizza, bread, pies and cookies at home in minutes.

Little Caesars® Pizza Kit line up includes delicious Little Caesars® Pizza Kits, Bread Kits and Accessory Items to choose from: Pepperoni, Cheese, Thin Crust, Whole Wheat, Personal Pepperoni, Personal Cheese, Microwave Baby Pan!Pan!®, Pepperoni Deep Dish Meal Kit, Family Meal Kit, Little Caesars® Party Sampler Kit, Crazy Bread®, Italian Cheese Bread, Cinnamon Crazy Bread®, Gourmet Salad Fixin's Kit, and more! The product line up also includes 6 varieties of Break-n-Bake Cookie Dough, and 2 homemade quality Pie Kits.

To order your items from (School/Organization Name), please contact (Name) at (Phone) before (Date). For further information regarding Little Caesars® Pizza Kit Fundraising Program, call 1-888-4-LC-KITS (1-888-452-5487), or visit PizzaKit.com

Now friends and family across the country can support (School/Organization Name) with Pizza Kit Home Delivery! When you place an order through Pizza Kit Home Delivery, Pizza Kits are delivered directly to your home or office. Order online whenever it's convenient at PizzaKit.com.

###



Public Service Announcements

Public Service Announcements (PSAs) are an important opportunity for non-profit organizations to reach the public about services and activities.

A public service announcement is a promotional message highlighting programs, activities and issues of community interest. All non-profit, tax-exempt community groups and organizations are eligible for public service airtime. Typically, every radio and TV station reviews requests for airtime on an individual basis.

Tips on how to submit a PSA announcing your Little Caesars[®] Pizza Kit Fundraiser:

Content of a Public Service Announcement:

- Keep message brief and clear, with just one or two key points.
- Provide concise, accurate and complete information.
- Use a slogan or theme.
- Use positive rather than negative appeals.
- Include a contact phone number with area code within the body of your message. (PSAs air throughout the 24-hour broadcast day, which means that an answering machine or voicemail should be available during night hours).

Materials typically sent with a request for a Public Service Announcement:

- Completed PSA video (professional broadcast quality) or live copy.
- A cover letter from a representative of your School/Organization.
- A fact sheet describing your School/Organization and its objectives.
- Verification of your School/Organization's tax-exempt or non-profit status.

Contact the community relations department of your local radio and TV station for specific guidelines on how to submit your requests for public service announcements.



Volunteers Needed!

We need volunteers to help distribute our Fundraising Items!

Our delivery location is _____
(Location)

The Little Caesars® Pizza Kit truck will arrive on: _____ at _____
(Date) (Time)

We would like our volunteers to arrive at: _____
(Time)

Pick-up time is from _____ to _____
(Time) (Time)

Volunteers are needed to:

Help count and sort orders.

Distribute orders to students and parents.

Make sure everyone is taking the correct order home.

The more volunteers we have, the smoother and faster customer pick-up will be!

Thanks for your support!

Please return the bottom portion to: _____
(Chairperson's Name)

OR call: _____
(Chairperson's Phone Number)

✂-----
Yes! I would like to be a Fundraising Pick-up Volunteer! Please give me a call!

Name: _____ Best time to reach me: _____

Phone Number: _____



Delivery Day Check List

Here's an easy checklist to make sure you have everything you need for your delivery!

- Volunteers (1 volunteer per 100 items)
- Payment for driver (organization check, certified check or money order)
- Driver Delivery Sign to post on a door for the driver (page 22)
- Walk through (check that double doors, stairs and hallways are clear)
- Completed Tally Sheet
- Completed Order Forms
- Copy of your Final Order/Invoice
- Carts, dollies, etc.
- Post Delivery Day Product Signs (see page 27)
- Tape, pens and markers
- Tables
- Cell phone (in case the driver needs to reach you)

Things to Note:

- ✓ You are not obligated to take delivery before your scheduled delivery time.
- ✓ Your Little Caesars® Driver will personally unload the kits from the truck.
- ✓ For safety reasons, only the driver is allowed on the truck.
- ✓ Your driver will move the kits to an indoor location at your request (as long as there are no steps and the doors are wide enough)
- ✓ For safety reasons, drivers cannot enter private residences. Drivers are also not allowed to go up or down stairs at delivery.
- ✓ The driver will completely remove the shrink-wrap from the pallet and carefully count the kits with you.
- ✓ Little Caesars® Pizza Kit Fundraising Program cannot be responsible for shortages once kits are counted and the invoice has been signed. If there are missing or damaged items please make note of that on the invoice.
- ✓ At your request, the driver will break down and remove pallets.
- ✓ If a customer finds damaged product inside their kit box, they can call us toll-free at 1-888-4-LC-KITS (1-888-452-5487), and we'll be happy to replace their damaged items.



Order Pick-Up Check List

**Use This Quick Checklist For Your Customer Pick-Up
To Ensure A Smooth And Easy Process**

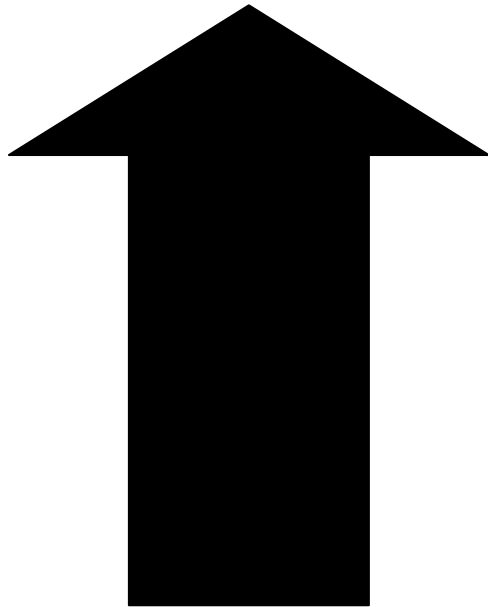
- Delivery Day Product Signs In Place (see page 27)
- Check Out Tables Set Up
- Volunteers With Order Forms (Runners and Checkers)
- Parents' Signatures (on order form, tally sheet, etc.)

NOTES:



Delivery

HERE!





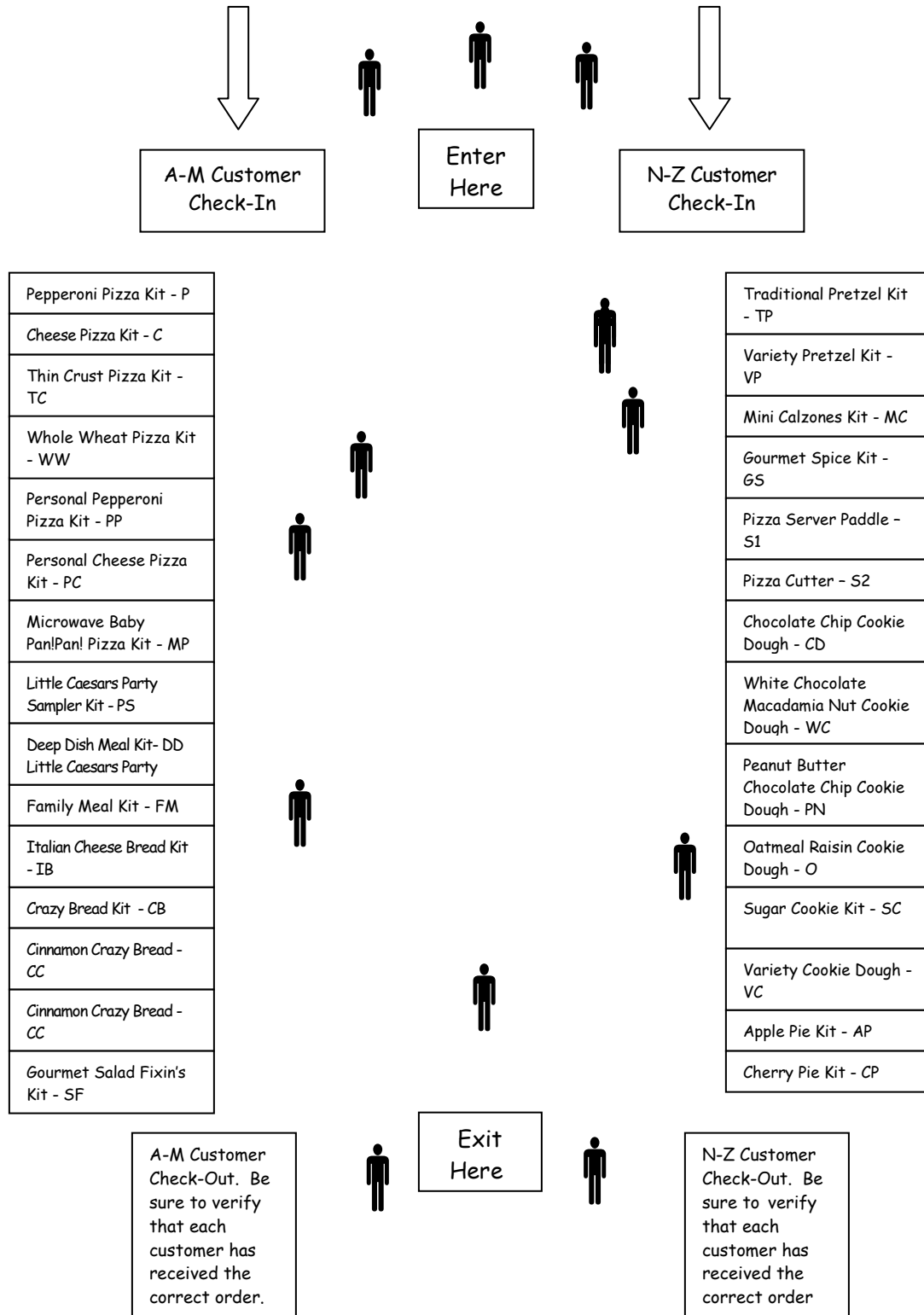
Delivery Day!

Tips for Easy & Organized Product Distribution

1. Schedule delivery arrival at least 1 hour before your customer pick-up begins to allow enough time to count and sort orders
2. Arrange for delivery in an accessible area, preferably on a loading dock or through double doors large enough to accommodate pallets. If possible, have two-wheel carts available.
3. To speed up delivery, assign specific volunteers to help unload kits.
Note: Ideal Number of Volunteers = 1 Volunteer per 100 Items Delivered.
4. Organize order forms at the check-in stations by alphabetical order or by classroom/group/team.
5. Have a volunteer at each product station.
6. Place kits in stacks next to one another in the center of the room. This will help keep items cool during distribution. To distribute orders, there are two easy options (see page 24-25 for diagrams of both options):
 1. Form two lines alphabetically by first letter of last name; one on each side of the products.
 2. OR, Kits can be sorted into individual orders in advance, if time permits and enough volunteers are available to help count and sort each order.
7. Kit boxes have color coded tape on the outside to show the kit type inside.
8. Refer to tally sheet or order form at check-out to verify the accuracy of each order. Be sure to double check each order with the customer and have them sign for receipt of product.
9. Kits are perishable, but can be kept out of refrigeration during distribution for a period of 4-6 hours. Once at home, most items can be refrigerated for up to 7 days. If not used within 7 days, crust/bread/dough should be stored in the freezer to retain quality. See inner packaging for specific product handling instructions.
10. When transporting kits, be sure to carry in an upright flat position.

Delivery Day Layout

Guide to Sort By Product



Questions?

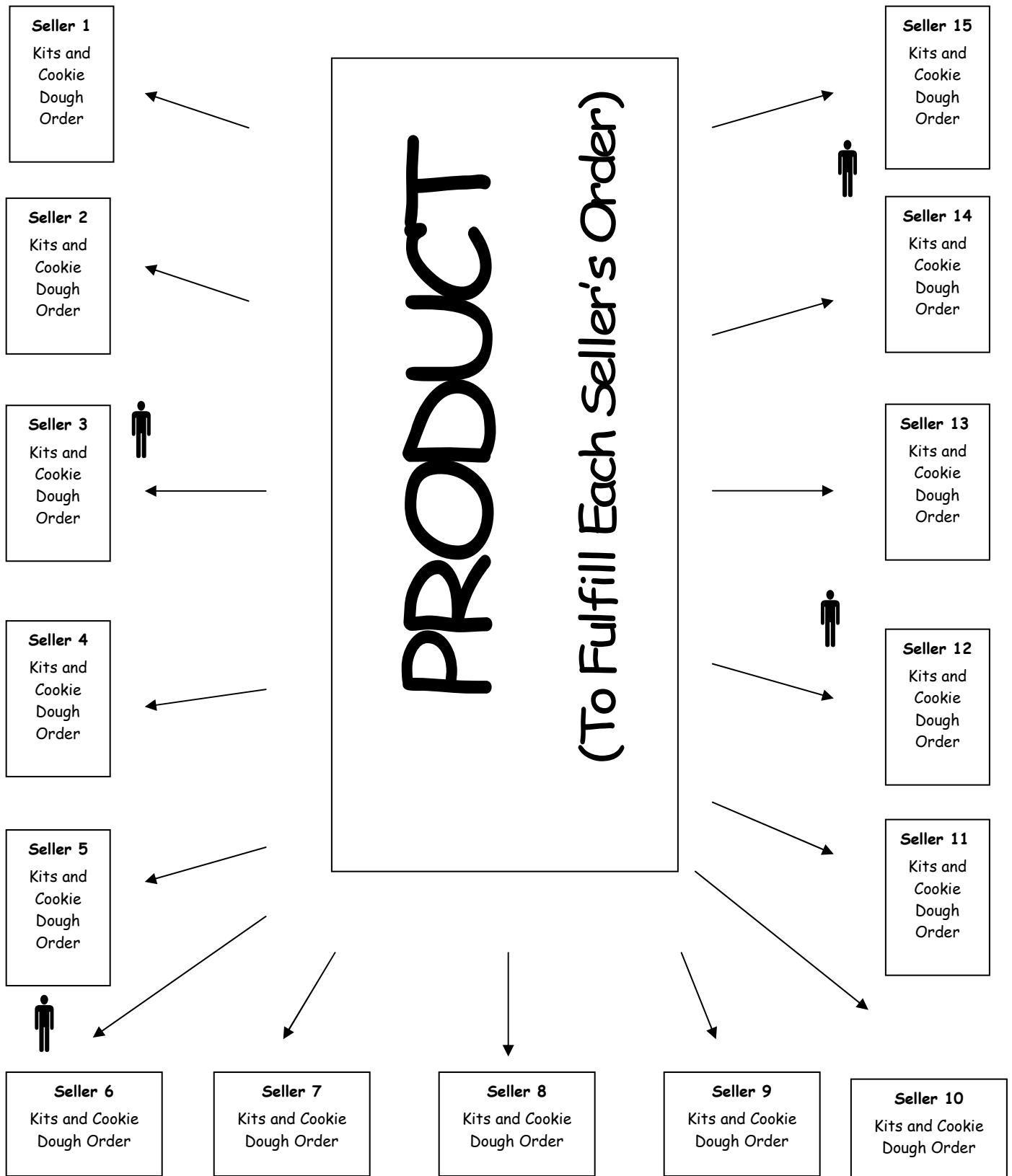
Our Friendly! Friendly! Customer Service Representatives are available

Monday - Friday 8:30 a.m. - 8:00 p.m. ET

1-888-4-LC-KITS (1-888-452-5487) • Fax: 313-471-6101 • PizzaKit.com

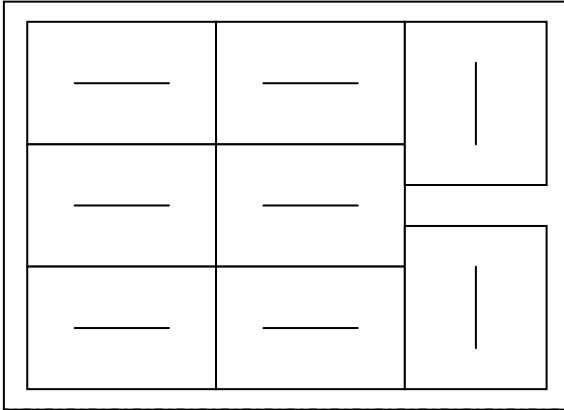
Delivery Day Layout

Guide To Sort By Each Seller's Order



Kit Count Sheet

Large Kit Boxes



Pallets of large kits are shipped with eight boxes per layer (as shown above). This includes the following varieties:

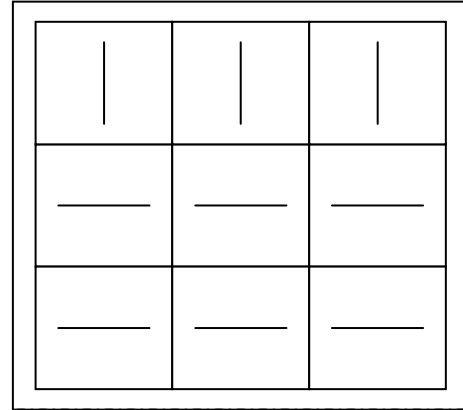
- Pepperoni
- Deep Dish Meal
- Cheese
- Whole Wheat
- Personal Pepperoni
- Personal Cheese
- Family Meal
- Italian Cheese Bread
- Apple Pie
- Cherry Pie

No more than 144 large kits are stacked on each pallet.

Please note:

- Gourmet Salad Fixin's Kits, Gourmet Spice Kits, and Accessories Items, will be sorted separately.
- A representative from your group must count and verify accuracy of order with the driver. Little Caesars® Pizza Kit Fundraising Program cannot be responsible for shortages once invoice has been checked and signed.

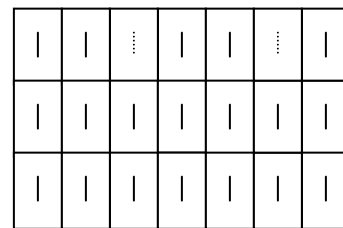
Small Kit Boxes



Pallets of smaller kits are shipped with nine boxes per layer (as shown above). This includes the following varieties:

- Thin Crust
- Microwave Baby Pan!Pan!
- Party Sampler Kit
- Crazy Bread
- Cinnamon Crazy Bread
- Traditional Pretzel Kit
- Variety Pretzel Kit
- Mini Calzones Kit

No more than 180 small kits are stacked on each pallet.



Each pallet of cookie dough kits are shipped with 28 boxes per layer (as shown above). This includes the following varieties:

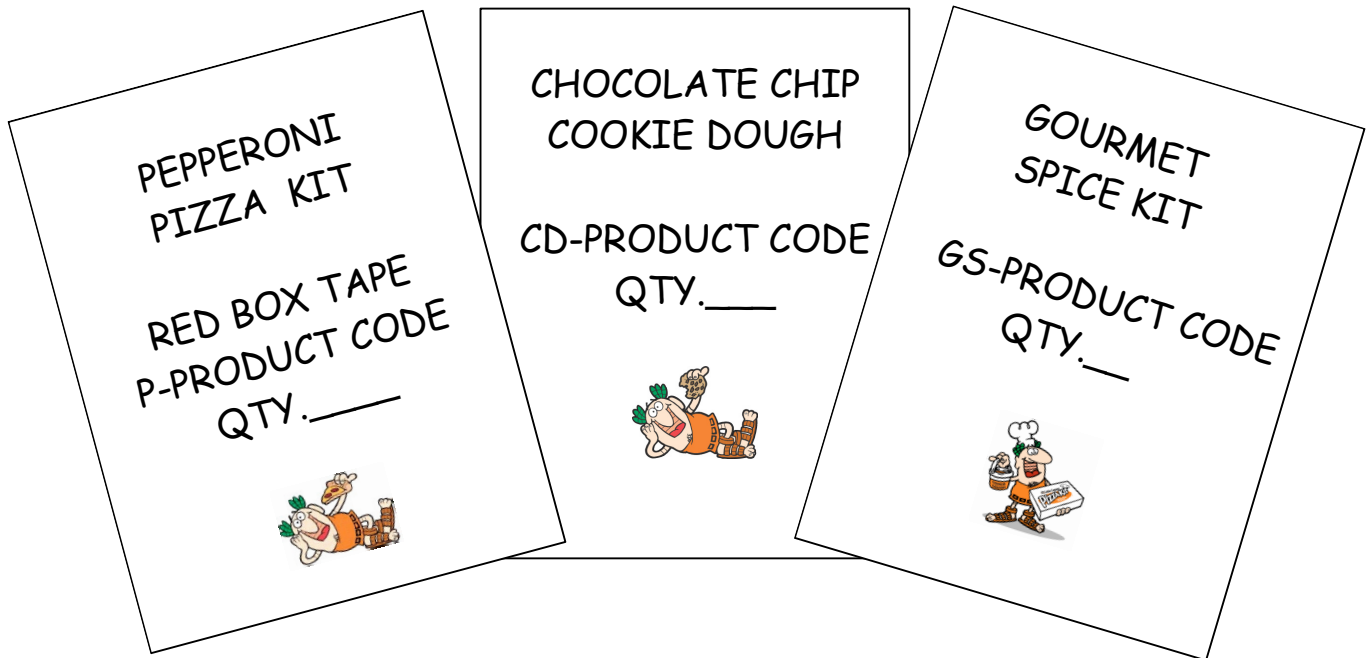
- Chocolate Chip
- White Chocolate Macadamia Nut
- Peanut Butter Chocolate Chip
- Oatmeal Raisin
- Sugar Cookie
- Variety Cookie Dough

No more than 560 cookie dough kits are stacked on each pallet.



Delivery Day Product Signs

On your Delivery Day, it's helpful to post product signs for the volunteers who are sorting the product. That way, the volunteers know exactly where each item is being stacked, and there is no confusion. Delivery Day Product Signs are available on our website PizzaKit.com. You can find the Product Delivery Signs at the "How it Works" link, Chairperson Packet. Or call 1-888-4-LC-KITS (1-888-452-5487).



Questions?

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