



DELIVERY DAY CHECK LIST & REMINDERS

Everything you need to host a successful delivery day!

- ☐ Volunteers (1 per 100 items sold)
- ☐ Payment for driver (School Check*, Cashier's Check or Money Order)
- ☐ Driver Delivery Sign to post on a door for the driver
- ☐ Walk Through (check that doors, stairs and hallways are clear)
- ☐ Completed Brochures/Order Forms, collated with Online Orders (login at PizzaKit.com to download)
- ☐ Copy of your Final Order (our driver will have a copy of your Invoice)
- ☐ Carts, dollies, etc.
- ☐ Delivery Day Product Signs posted (login at PizzaKit.com to download)
- ☐ Tape, pens and markers
- ☐ Tables
- ☐ Cell phone (in case driver needs to reach you)

*The driver cannot accept organization, personal or starter checks.



Tips for Easy & Organized Product Distribution

- Our driver has a 30-minute window on either side of your scheduled delivery time to allow for road construction, traffic or inclement weather. You are not obligated to take delivery before your scheduled delivery time.
- Allow at least one (1) hour to count and sort your items before distributing them to your sellers and supporters.
- Arrange for delivery in an accessible area, preferably on a loading dock. If possible, have two wheel carts available.
- Our driver will personally unload the kits from the truck. For safety reasons, only the driver is allowed on the truck.
- Our driver can take the product/pallet(s) inside a commercial building (school, business, etc.) but is not allowed inside a private residence for safety reasons. The driver cannot take the pallets up or down stairs or curbs. The pallets are 100% recyclable cardboard, 21" x 53", and will fit through any standard size door.
- Using a copy of the invoice provided at delivery, count your order with the driver while they are still on the pallet(s). We do not anticipate any problems, but if you find items to be missing or damaged while counting, please ensure the driver makes a note of this on the invoice before he leaves your location. Little Caesars® Fundraising is not responsible for shortages found once kits have been counted and the invoice has been signed, or after the driver has left.
- If a customer finds damaged product inside their box, have them call us at 1-888-452-5487 and we'll be happy to replace their damaged items.
- Meal Deal Codes will not be on the truck. These orders have already been emailed to your buyers/supporters.

After the driver has left...

- Kits are perishable but can be kept out at room temperature up to 8 hours. Once at home, all items must be stored in the freezer. See inner box packaging for specific handling instructions.
- We recommend that you have one (1) volunteer for every 100 items sold. To speed up delivery, assign specific volunteers to help sort orders.
- Kit boxes have color coded tape on the outside to show the kit type inside. The tape color matches the color on the brochure/order form and on the *Delivery Day Layout Guide*. Login at PizzaKit.com or PizzaKit.ca to download the guide for easy delivery day set up!
- Place kits in stacks next to one another in the center of the room. This will help keep the kits cool during distribution.

If you have any questions, give us a call at 1-888-452-5487, Option 3, Monday – Friday 8:30am to 6:00pm ET.