

*One Mission...
Together*

Augsburg Fortress Resource Store & Display
Event Manager Checklist

Due Date	Task	Person Responsible	Completed	Notes
8 weeks or more before	Publicize your event in pre-event information you send to participants. Use graphics and downloadable information from www.augsburgfortress.org/events or your own creations.			
8 weeks before	Verify that your event location has 2-3 tables for your use. Having the tables in a high traffic area at the event site will produce the best results.			
5 weeks before	Complete the One Mission Display Contract. Mail or fax to Augsburg Fortress Publishers, PO Box 1209, Minneapolis, MN 55440. Fax 612-330-3455			
3-4 weeks before	Find out from synod, event location, or local government what (if any) tax rate should be charged. Find out from your organization's treasurer or synod treasurer who is responsible for reporting all tax as appropriate for the tax jurisdiction.			
1-2 weeks before	Receive shipment of books from Augsburg Fortress. Check to make sure all titles are received. Report any missing or damaged titles to Augsburg Fortress Customer Service at 800-328-4668. Reference your invoice number when you call in.			
1 week before	Print any informational and/or product signs from www.augsburgfortress.org/events . It is best to print these on a color printer.			
Event Set-up	Display books on tables, grouping like titles.			
Event Set-up	Display Catalogs for participants to take.			
During Event	Sell items and record sales. All checks should be made to the selling organization, not to Augsburg Fortress Publishers.			
After Event	Add up sales and compare against remaining inventory (for your record). Keep a copy of the sales for future reference in planning additional One Mission Displays.			
Pack-up	Record the quantity of each item being returned to the Augsburg Fortress Distribution Center on the back of the Invoice. Include a copy of the returns information in each box returned. Keep a copy for your records			
Return Shipment	Prepare books for return shipment within 2 weeks of the end of your event. Mark boxes as 'Box 1 of X, Box 2 of X', etc.			
Return Shipment	Pack books into boxes with packing paper, including a layer over the top of the books. Ship via traceable carrier (i.e. Fed Ex or UPS) to: Augsburg Fortress Distribution Center, Attn: Book Fair Returns, 4001 Gantz Rd Ste E, Grove City, OH 43123.			
Payment	The event sponsor is responsible for all payments to Augsburg Fortress Publishers. Books returned in salable condition to the DC will be credited to the appropriate account. The remaining balance is the responsibility of the ordering party (i.e. account holder) and is payable within 30 days of invoice.			