

ELIZABETH CITY HIGH SCHOOL BAND
Elizabeth City, N C
26 May 69

INFORMATION AND INSTRUCTIONS RELATIVE TO THE COMMUNITY CALENDAR SALE

1. Each student or student team selling Community Calendars and birthdays etc. should have a folder for the AREA assigned to them. This folder should contain the forms for recording information necessary concerning the sale such who ordered, what did he order, what date is concerned. Be sure SPELLING is CORRECT and DOUBLE CHECK the DATE. Be sure to have scratch paper for figuring amount due on the order.
2. All students will be assigned to a specific area to sell in. Each student will have the privilege of selecting the area he prefers in so far as possible. Once the area is resergerd and assigned by all means cover that area. No one should work outside his own area since that is the best way to cause hard feelings between members of our band. Further it does not help public relations to have several students calling on the same address!
3. KEEP ACCURATE RECORDS: A) Take down the name of the husband and/or wife of every residence you call on. Try to keep them in numerical address order as you go down the street whether they buy or not.
 - 1 B) Indicate how many Calendars they want to buy at \$1.00 each.
 - C) Print or WRITE very PLAINLY the NAMES involved in Birthdays, Anniversaries, or In Memoriams. And DOUBLE CHECK THE DATE.
 - D) Birthdays are 25¢ each up to three for 75¢. All Birthdays over 3 are free.
 - E) The Anniversary Announcements are 25¢ each. Watch the DATE.
 - F) The "In Memoriams" are 25¢ each. Be sure of the Name and Date.
 - G) If you get inquiries on Civic Club Announcements and Meeting Dates, Let the Bands Club know who infquired and let them take care of that.
4. PRICES OF REGULAR CLUB MEETING DATES (Civic, Fratarnat, etc)
 - If Club meets weekly, the charge is \$10.00
 - If Club meets every other weeks, the sharge is \$7.50
 - If Club meets once a month, the charge is \$5.00
5. The deadline for the close of the CALENDAR DRIVE is Friday June 13th.
6. MILTON AYDLETT AND CHARGES GREGORY are the CO-Chairman of the Calendar Drive. Please pitch in and help them have a very successful drive.
7. It would be to our advantage if we could hit the sales drive together and not drag it out. One street or section of town should not be covered a week or so after everybody else has finished! GET TOGETHER ON THE JOB.
8. REMEMBER--WE ARE NOT COMPETING with each other. We MUST work together in order to have a successful drive. If we must compete, compete with last years efforts and surpass them. Try to do more in your area than was done last year.
9. Your Sales increase when you are FRIENDLY AND COURTEOUS. The best way to indigate this is with A BIG SMILE and YOUR BEST MANNERS. Let lyour language, your talk, your conversation be outgoing and friendly. DON'T BE SHY--TALK! MAKE THEM REMEMBER YOU PLEASANTLY!