



Support

Help Available:

1-800-360-5192

8am - 4pm
M-F Central Time

www.legacyfundraiser.com/support.htm

Contact LP



1-800-360-5192

www.legacyfundraiser.com



Aaron Green

Scheduling, Sales

1-800-360-5192 x701

Studio: 612-529-9078

Fax: 612-522-0751

Mobile: 612-388-0258

Email: aaronrossgreen@hotmail.com



Chris Ashwood

Recording Session, Recording Space, Audio

1-800-360-5192 x702

Studio: 612-522-0751

Fax: 612-522-0751

Mobile: 651-442-6762

Email: chrisashwood@gmail.com

Ashley Hay

Graphic Design, Song List Submission

1-800-360-5192 x704

Mobile: 605-695-3193

Email: kannaya24@gmail.com



Mark Meikle

Song Licensing, Billing

1-800-360-5192 x700

Studio: 612-522-0751

Fax: 612-522-0751

Mobile: 612-384-0843

Email: markmeikle@gmail.com



Prepare to Record



We design your album artwork, prepare your song licensing, and plan for your session before you record. We do this so that you get a quality session, and a quality product that matches your expectations, delivered on time.

Our online tool helps you share your recording plans and design expectations with us so that we can provide superior service:

Visit
www.ReadyToRecord.com

-  **Tell us which songs you will record**
-  **Influence your design (optional)**
Packaging, Title, Colors, General Look
Credits, Dedication, Images

Some people have specific ideas of what they want; others would rather leave those decisions to us. If you prefer to leave design decisions to us, when you go online you will have the option to “Let LP Decide”. If you have specific design ideas, it is important that you complete this submission before the deadline. We have to charge to make changes after the deadline because it adds to our production time.

Important Deadlines:

Prepare to record online at readyToRecord.com.....Before your kickoff

Report sales numbers.....48 hours before recording

Pay your invoice.....Before delivery of CDs

Recording Checklist



Before Recording

- **Prepare to record**
Deadline: Before your kickoff
Visit us online at www.readyToRecord.com to submit your song list and special design requests.
No web access? Call 1-800-360-5192 x700 instead.
- **Report preorder sales numbers**
Deadline: 48 hours before recording
Collect order forms about a week before recording. Tally the numbers and report to LP no later than 48 hours before recording.
- **Approve art proofs**
Reply to art proofs in your email shortly after your kickoff and before recording.
- **Prepare your recording space**
Your recording space is your studio for the day. Prepare your location with simple signs to warn passers-by that a recording session is in progress.

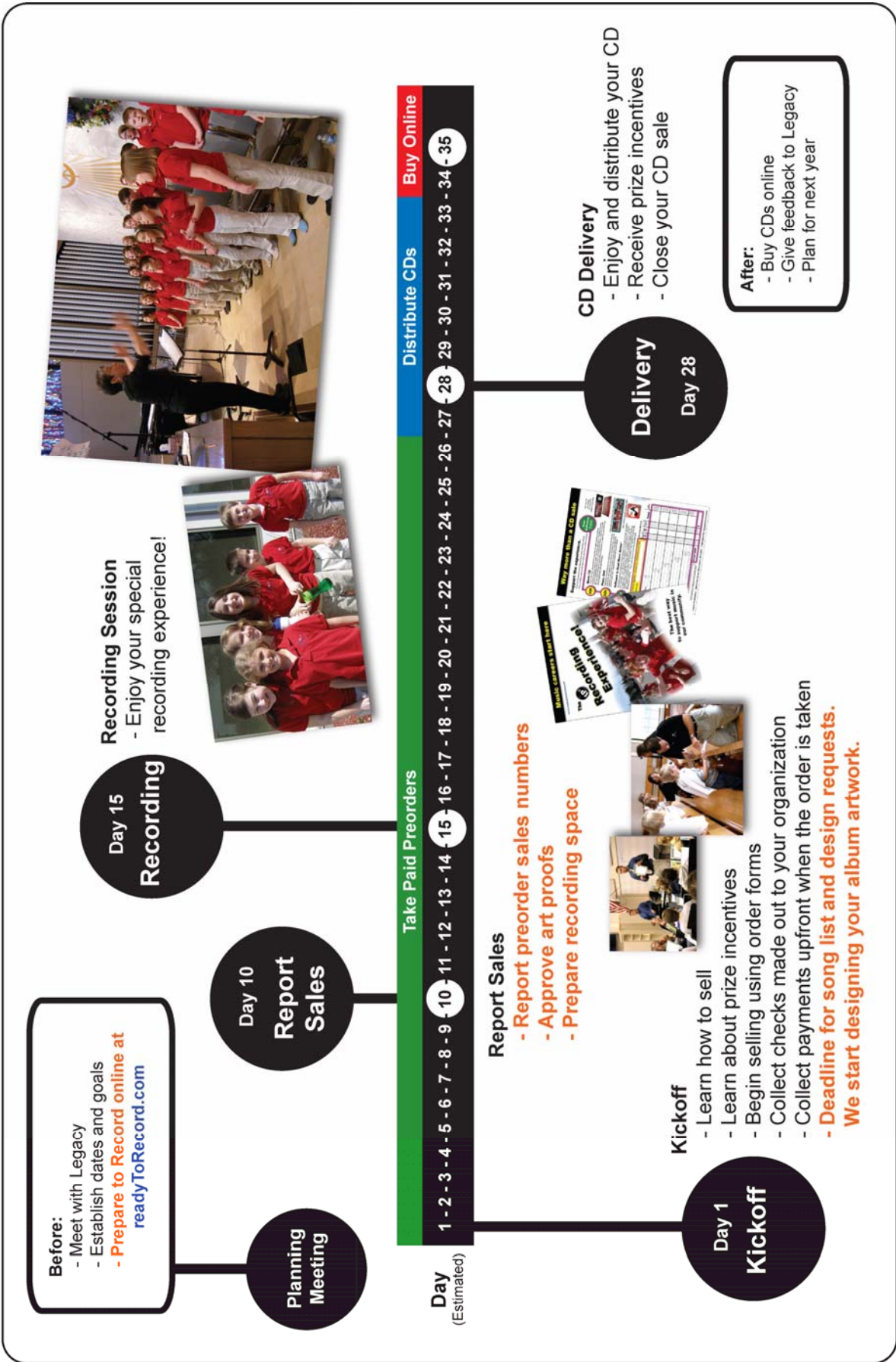
After Recording

- **Pay your invoice**
Deadline: Before delivery
We will deliver CDs after payment has begun processing.
- **Sell remaining CDs**
- **Let us know if you want a reorder**



Legacy Productions

Recording Experience Timeline



Tips for Collecting Orders



The Fundamentals

- CDs sell for \$20.
- Checks are written to your organization.
- CDs are delivered in 6-8 weeks from the kickoff date.
- Payments are collected upfront when the order is taken.
- Write seller names on the order forms.
- Record each order on the order form.
- Give sellers extra order forms as they fill the spaces.

Tallying

- Collect order forms a week before recording so you have time to tally.
- Keep a list or spreadsheet with the names of your sellers. Tally how many CDs out, in, paid, and prizes earned per seller.
- Have sellers bring payments in an envelope with their name, together with their order forms.
- Only count a sale if it is accompanied with a payment.
- Use the “paid” and “delivered” fields to track paid preorders.

Reporting to LP

- Report your preorder number to LP no later than 48 hours before recording. You should call Ashley or Aaron with this information.

Boosting Sales

- Remind your sellers daily of their individual and group commitment to sell. Work as a team with a goal of three on average per seller.
- Ask for help from parents, teaching assistants, student leaders, and booster clubs.
- Advertise your CD at concerts and other live venues. Explain why this experience is different and special: It’s legal, free, and a recording *session*.
- Notify family and friends through newsletters and announcements. Remind them that their purchase helps make the experience possible.
- Display posters to advertise your sale.
- Send out-of-state orders to our web site legacyfundraiser.com. We handle it all and credit you with the sale.