



PRESENTS

HONORING THE PRIESTHOOD

A Special Event for the Year of the Priest

Event Instructions

Before the Event

1. Present the idea to your parish priest and ask for specific dates and times.
2. Decide if you would like the 30% discount on the resale of the products in the *HONORING THE PRIESTHOOD* products package with the option to return any unsold products, or if you would like to keep the products, returning no products for credit, and receive a 40% discount on the products package as well as on the first order placed from the event.
3. Fill out the appropriate agreement form and fax to Ignatius Press five to six weeks before your scheduled event.
4. Advertise in your parish bulletin/school newsletter.
5. Place posters around your church and/or school.
6. Have an announcement made at all Masses two weeks ahead and the week of the event.
7. Ask one of your priests if they will offer the prayer at the event. Ask one of the priests if they would give a short talk about the priesthood – perhaps their own testimony
8. Decide if you would like to give the priest(s) a small gift such as a plaque or one of the Ignatius Press products.

The Day/Evening of the Event

1. Set up chairs, movie screen, DVD player, projector and speakers
2. Set up two rectangular tables in a prominent location for merchandise display and for taking orders. Ideal locations are either near the front of the room where speakers will be presenting, near the doorway where people will pass by, or next to refreshment tables.
3. You can make the display table more appealing with table cloths, flowers, etc. Use the posters to hang on the front of the table or to put up on the wall behind your sales area. You can use Post-it Notes as price tags on products.
4. Be sure Ignatius Press catalogs are on the display table. Have a tent card or sign nearby stating “You can also place orders tonight for anything from these catalogs.”
5. Place copies of the sales flyer (downloadable from the www.ignatius.com/year-of-the-priest website, and Special Event order form on every other chair. Have additional Special Event order forms at the sales table.
6. Place one of the included Holy Cards on every chair.
7. Sell products and take orders. Use the Special Event order forms. Collect all money at the time of sale or order – please be sure all customer checks are made payable to your organization.

After the Event

1. Organize any orders from your event. Fill out the Special Event Master Order form included (also available online at www.ignatius.com/year-of-the-priest).
2. Place orders by calling 1-800-322-1531 or e-mailing Neil: neil@intrepidgroup.com or Nadine: nadine@intrepidgroup.com or faxing to: 1-800-278-3566 and we will promptly send whatever product you need to fill those orders.
3. Be responsible for sorting products and notifying customers for pick-up of orders placed.
4. Be responsible for return shipping costs only if you elected the 30% profit option. If you must return product, your organization is responsible for shipping charges back to the Ignatius Press warehouse. Please see below for return instructions. Those who have elected the 40% Offer have agreed not to return any products.

RETURNING MERCHANDISE

Only for those who have elected the 30% profit

1. Pack the product carefully along with a copy of the attached invoice, noting what product is being returned. PLEASE NOTE: Any materials received damaged (this includes with price stickers or evidence of stickers on them) will not be credited to your account. Ship the product back to Ignatius Press (we strongly suggest via UPS or another traceable method) at: 1331 Red Cedar Circle, Fort Collins, CO 80524.
2. Please *do not* pay the attached invoice until you receive back from our fulfillment center a credit memo covering the items you returned. Upon receipt of the credit memo, simply deduct the amount on the credit memo from the amount of the original invoice and mail a check in the net amount made payable to Ignatius Press, along with copies of both the invoice and credit memo. Please make the check payable to Ignatius Press and mail to Ignatius Press, P.O. Box 1339, Fort Collins, CO 80522.

ALL PAYMENTS MUST BE IN UNITED STATES CURRENCY AND SENT TO IGNATIUS PRESS WITHIN FOUR WEEKS FROM THE END OF YOUR EVENT.

THANK YOU FOR PARTNERING WITH IGNATIUS PRESS IN HONORING THE PRIESTHOOD!