



TEAM DISTRO – POINTERS

GOAL:

Post posters with great visibility, put brochures in prominent locations. **Distribute all the materials you have.**

ATTITUDE:

Get in and out efficiently, but also be a good representatives of the event. **Always be polite.**

QUANTITY OF MATERIALS

The quantity of materials you are picking up will vary from job to job as some materials are thicker than others and the boxes take up more space, others are compact. If you are using a bike for distribution, you will definitely need a trailer. **You should look all the way through your boxes so you know what different materials you have to work with.**

HOW MUCH + WHERE TO PUT THEM

- Leave large stacks of brochures – about 30-40
- At key locations (such as bike shops and sporting goods stores) leave more
- Put posters in locations with good exposure – don't ask the store for their suggestion - post DOUBLE SIDED on GOOD windows
- Posters in sanctioned places only – no telephone poles

LOOK FOR LOGOS

Look at the bottom of the materials you're delivering. If there are logos there of businesses on your list, make sure

- Make it to those locations
- Are especially cordial to those partners
- Drop a larger stack of brochures

QUESTIONS FROM STAFF

- Be friendly - you will be associated with the event
- If asked about the events, say **"I'm sorry I don't know the event details, I'm just doing the distribution but their website has more info."**
- Avoid talking to staff – it can get extensive with conversation and slow you down

MAKE DETAILED NOTES

- Use the excel distro sheets to make notes
- Add new locations if you see prospective places we don't have on there

GO DURING RETAIL HOURS

Make sure you head out during retail hours. Your best bet is week days between 10 and 4pm, Tues-Sun.

REQUIRED

You are required to go to all of the locations on your list

**** Please note that failure to reach bike shops and businesses listed as logos on the promotional materials will result in half payment. Your best bet is to head out during standard retail hours. You need to call us if you are having trouble reaching these businesses for some reason.***

CLOSED/TAKING A WHILE

- If closed do not make an effort to go back (unless it's a company **with a logo** on the materials, a running store or a bike shop)
- If it's taking too long to find or taking too long to get a manager, just leave materials on the counter



PICK UP

Materials are at 1158 NE Morton Street
They are outside on the porch with your name or area written on them
You may come by any time day or night, no need to inform me. **Do not** need to knock on the door.

DIRECTIONS

See TinyURL.com/ayleens

STEPS

1. Review your lists to you know where you are going, get familiar with your route
2. Pick up your materials
3. Distribute to locations
4. Make clear notes along the way
5. Type up notes in the excel doc
6. Send excel doc to us via e-mail and include your mailing address
7. We spot check the work (can take up to a week)
8. Once clear, we mail a check (checks are only cut **once a month**)

PAYMENT

The IRS requires that payments are made through our payroll company, which we do only **once a month**. We do not pay for additional expenses incurred, mileage, parking, tape or anything else. In order to meet the monthly cut off, we need your excel document by the 21st of the month. **You must complete your route entirely in order to receive payment. We cannot pay you until we have your W4.**

MATERIALS - DISTRIBUTE THEM ALL

Goal is to distribute all your materials. **It is up to you to pace out your materials and wind up with none leftover - yet have enough to cover each location with an appropriate stack.** We do not recommend pre-sorting brochures into stacks.

LOCATIONS, PAYOUT, TIME

This payout is the entire payout. There are no additional reimbursements.

Location	Avg. hours to complete once you know the route	Payout
Van	3	45
St. John's	3	35
N	2.5	35
NE	3.5	40
BvT Hills	4	50
Millwaukie/Sellwood	2.5	35
Mult. VilllageRaleigh Hills	3	40
SE- N. side	4.5	55
SE- S. side	3	40
NW	2.5	35
Downtown	4	45
Tigard/Lake O	3	35

These times are based on the time reports of people who have done these routes over the last 6 years. If you know an area well, it will go faster for you. If you get in and out of businesses quickly, it will go faster for you. If you repeat the same areas, they will go faster for you each time.

If you plan your route in advance, it will go faster for you. We recommend you plan ahead.

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