

**PPA Associate Publisher  
ORIENTATION**

Associate Publisher Orientations are conducted on the first weekend of each month. Your hotel room will be provided for two nights. The hotel is conveniently located across the street from our office.

**Day One:**

Arrive in Nashville.

2-pm-4pm ..... Check in hotel.

4-pm .....Meet Frank Burks at hotel front desk.

4-6pm ..... Visit office; meet Don Cunningham, Frank Burks

6-pm ..... Dinner with Frank Burks and Don Cunningham

**Day Two:**

6:30-8:45AM Breakfast.....Hotel Lobby

9:00 AM     SMS office

9:00-9:30    Welcome

9:30-10:00   Program Overview

10:00-10:15  Setting up your business

10:15-10:30  Locations

10:30-11:00  Consignment - why it works

11:00-11:15  Break

11:15-11:30  Meet your PPA retailer relations coach.

11:30-12:00  Setting up your first accounts

12:00-1:15   Lunch—Provided by SMS

1:15-1:30    Getting Started—you receive your books

1:30-2:15    Business Setup & Use of Business Forms

2:15-2:45    Placing Orders, Payment for Product, Shipping and Receiving Orders

2:45-3:00    Display Merchandising Demonstration

3:00-3:30    Bookkeeping & Business Relationship

3:30-4:00    Question and Answer Section

4:00-4:15    Closing Remarks

4:15-Until    Time for additional help or remaining questions you may have