

Subject: Action Required: Gathering Pictures and Completing Spreadsheet for Braves Branding Replacement

Dear Menahga School Staff,

As we move forward with the re-branding process of Menahga School, I would like to request your assistance in gathering pictures of goods in your respective areas that feature the current Braves branding. Additionally, I kindly ask you to complete a spreadsheet with the details of these products. Your contribution will be integral in ensuring a smooth transition to the new branding. We would like this completed before the Christmas break.

Please follow the instructions below to complete this task:

1. Pictures of Goods:

- Take clear, well-lit photographs of any items in your area that prominently display the current Braves branding. This may include signage, uniforms, merchandise, and other relevant materials.
- Ensure that the images are of high quality and clearly showcase the branding.

2. Spreadsheet Completion:

- Use the provided spreadsheet template to record the details of each item captured in the pictures.
- Include the following information for each item:
 - Item description (e.g., sign, uniform, merchandise)
 - Location of the item
 - Quantity of the item
 - Additional notes or observations (if applicable)

3. Submission:

- Organize the pictures and the completed spreadsheet in a single folder on your computer.
- Share the folder with (Mary create a folder) no later than December 22 using a file-sharing service such as Google Drive.
- Make sure to label the folder with your name and the department or area you are responsible for.

Please note the following important points:

- Ensure the pictures are of sufficient quality and accurately represent the current Braves branding on the items.
- Double-check the accuracy and completeness of the information entered in the spreadsheet.
- If you encounter any issues or have any questions while completing this task, please reach out to me or Mary for assistance.

Your cooperation and attention to detail in gathering the pictures and completing the spreadsheet will greatly contribute to the success of the re-branding process. Thank you for your prompt action and dedication to Menahga School.

Best regards,

Jay Kjos
School Superintendent