

Consignment Sale Reminder

To all the wonderful volunteers for this weekend's sale event.

- **Please see attached** for the scheduled work times and job description for you and your friends and family members. It is important that everyone knows how to perform their job with little instruction. We want to provide a smooth running, top quality sale for our consignors, shoppers and most importantly, our school.
- **What to wear:** Wear comfortable shoes and warm clothing. It will be *COLD* so wear multiple layers.
- **Where to park:** In the gravel lot. Do not park on the blacktop in the front of the arena. Consignors will be driving thru the building.
- **Purses:** Lock them in your car or leave them at home.
- **If you are scheduled to work on Friday**, and you are bringing items to consign, please arrive in enough time prior to your scheduled time to take care of dropping off your items.
- **When you arrive:** Please **CHECK IN**, in the kitchen. Sign in on the Sign in sheet. There will be one sheet for adult volunteers and one for students. Please pick up and wear a volunteer badge. This will let us know who is working and who is not.
- **Before you leave:** Please sign out. If you have more than one shift, will be working both days or leaving and then coming back please sign in and out each time. This way we have an accurate # of hours worked. We will have separate sign in sheets for Friday and Saturday.
- **Food:** Dinner will be provided Friday evening. Breakfast items, lunch and plenty of drinks/snacks will be provided Saturday.
- If you are having trouble keeping your appointed work time, please contact Kristy Dean #410-984-6107 or buyabasket@kristydean.com

And finally remember: As a volunteer, you may shop early on Friday night from 5:00- 7:00. This applies to everyone regardless of when your volunteer time is. So please, stop by and shop to get first dibs.

ALL FRIDAY WORKERS

Consigners will be bringing in items between 10:00am and 6:00 pm. Two sections of tables will be set up. One for clothes and one for toys/equipment.

Main Duties:

- Inspect each item. **Quality Control is extremely important!**
 - ◆ Please be very particular when inspecting all items to be put in the sale. We will have a lot of items to put out, so we can afford to be selective.
 - ◆ **Anything with missing parts/pieces, stains, or generally poor condition MUST be red-lined. (Red pens will be provided)**
 - Draw a red line across the tag.
 - Place red-lined clothes on the specially marked rack.
 - Place red-lined toys on the specially marked area.
- All items passing inspection can be placed on the age/item specific rack or table.
- Large toys should be placed on the floor underneath the appropriate table or in the specially assigned area.
- If you have a problem or a question, please see Kristy or June
- Drinks and snacks will be available in the afternoon.
Dinner will be ready at approximately 5:00pm.

Thank you for volunteering.

SATURDAY Clothing Section Worker

Primary Duties:

- Keep racks and tables neat.
- Pick up clothing that has fallen off the hangers.
- Pick up lost tags and try to match with clothing.
 - If you cannot match the tag with a piece of clothing bring the tag to the cashier area to post on the LOST TAG board.
- If an item has lost its tag, first check the LOST TAG board. If a matching tag is not there, make a new one. (extra tags will be in the cashier area)
 - Write "lost tag" as the consignor number.
 - Write a brief description of item on bottom half of tag.
 - Try to put a fair price on it.
- Assist shoppers in any way. Offer them an IKEA bag if they need one. They will be by the front door
- Be friendly. Thank people for coming to the sale.
- If you or a shopper has a problem, please find Kristy or June.
- At 10:30, begin to move yellow tagged items to a separate rack /table but remember that we still have shoppers. Don't disrupt their shopping.
 - Yellow tagged items are being put on separate rack/table so they can be easily moved for the $\frac{1}{2}$ price sale.
- Lunch will be ready by 11:00. Please stagger your lunch break with the other workers in your area.
- At EXACTLY 12:00 we must begin the break down process.

12:00 Breakdown Process:

- All yellow tagged racks are to be moved toward the kitchen/cashier area.
- All white tagged racks need to be moved toward the end of arena where the drive thru is. (boxes/bins will be all set up by this time)
- Take items to their corresponding consignor bin. Consignors #'s will be clearly marked on the bin/box.
- If there is no bin, a trash bag will be provided to lay items on.
- Please be very careful not to put one consignor's items in another consignor's bin. **We have had problems with this in the past and it upsets the consignors. Double check the tag numbers before placing them!**
- Please try to keep the items neat and clean. Remember, the consignor's want their items back in the condition they gave them to us.
- Finally, breakdown must be complete **BY 2:15pm** as the consignors will be waiting to pick up their items promptly at 2:30pm.

SATURDAY Toy Section Worker

Primary duties:

- Keep tables as neat as possible.
- Reorganize as tables start to empty. Move toys from floor to table as able.
- Pick up lost tags and try to match with toy.
 - If you cannot match the tag with its toy, bring the tag to the cashier area and post on the LOST TAG board.
- If an item has lost its tag, first check the LOST TAG board. If a matching tag is not there, make a new one. Extra tags will be in the cashier area.
 - Write "LOST TAG" as the consignor number.
 - Write a brief description of item on bottom half of tag.
 - Try to put a fair price on it.
- Assist shoppers in any way. Offer them an IKEA bag if they need one. They will be by the front door.
- Be friendly. Thank people for coming to the sale.
- If you or a shopper has a problem, please see Kristy or June.
- Lunch will be ready by 11:00. Please stagger your lunch break with the other workers in your area.
- We **MUST** begin the break down process **PROMPTLY** at 12:00.

12:00 Breakdown Process:

- Set up empty tables in the middle of the room, toward the cashier area.
- All yellow tagged items are to be moved to the empty tables.
- All white tagged items need to be sorted. Take items to their corresponding (same number) consignor bin. Bin/boxes will be clearly marked with consignor #
- If there is no bin, a trash bag will be provided to lay items on.
- Please be very careful not to put one consignor's items in another consignor's bin. **We have had problems with this in the past and it upsets the consignors. Double check the tag numbers before dropping them!**
- Please try to keep the items neat and clean. Remember, the consignor's want their items back in the condition they gave them to us.
- Finally, breakdown must be complete **BY 2:15pm** as the consignors will be waiting to pick up their items promptly at 2:30pm.

CASHIER

- **IMPORTANT-Bring your own calculator!**
- **See attached sheet for directions on how to accept credit cards.**
You will need to download the Square up App.
- Use your pink RUNNER paddle if you need a runner for anything.
(Have a question, need to find Kristy or June, want something to eat/drink etc)
- Extra tags will be put at each cashier's station. If someone brings something to you that is missing its tag.
 - Ask the bagger to check the lost tags posted on the bulletin board
 - If a matching tag is not there, make a new one. Write "LOST TAG" as the consignor's number.
 - Write a brief description of item on bottom half of tag.
 - Try to put a fair price on it.
- The bagger will tear the tags and hand you the bottom half of each. Please be very careful. We **MUST** be able to read the consignors # on each tag.
- Total the amount of the tags. Take your time to be accurate. We have plenty of cashiers.
- On the receipt, write:
 - Toys, clothes, or both
 - Total amount of sale
 - Check # if paying by check
 - Cash if paying by cash
 - Credit if paying by credit
- Make sure the address and phone number is printed on the check.
- Give yellow carbon copy of receipt to customer. Keep the white original
- If customer purchases an IKEA bag, please make a tally mark on the sheet provided. Bags are \$2.00
- After transaction is complete put all tags for that sale in the shoe box on your table. All tags **MUST** go in the box. This is extremely important.
- If the customer needs help carrying items to their car Hold up your Runner sign.
- You must have a receipt for every sale (even if it's only a \$1.00)
- Checks should be made payable to Carroll Lutheran School FPP
- **REMEMBER- You are responsible for your cashbox. Never leave it.**
Contact Kristy or June if you have any questions

BAGGER

- Carefully tear bottom half of tag from each sale item. Be sure that the Consignor # is still readable.
- Give bottom of tag to cashier. PLEASE be careful to tear the tag in the proper place and do not cut off consignor number.
- If a tag is missing, check the bulletin board first. If you still cannot find it, tell the cashier.
- Ask shopper if they would like to purchase an IKEA bag. Bags are \$2.00
- Bag items.
- Put one of each stuffer (flyers) in the bag.
- When sale is completed with customer. Hold up the Blue # paddle to let the next person in line know that you are ready.

Saturday Men for breakdown

Overview

- Workers will begin consolidating items at 10:30.
- At 12:00, the real breakdown begins.
- We will be consolidating all the yellow tagged items for the $\frac{1}{2}$ price sale and all the white tagged items are sorted to go back to the consigners.
- Consigner pick up is from 2:30pm - 3:30pm
- $\frac{1}{2}$ price sale is from 3:00-5:00pm

Your Job

- As racks are emptied and not needed for the $\frac{1}{2}$ price sale, they need to be broken down and placed in a truck for transport back to school.
- As tables are emptied and not needed for the $\frac{1}{2}$ price sale, they need to be moved to the far side of the arena.
- When $\frac{1}{2}$ price sale is over @ 5:00pm, all clothes must be bagged up and all other small items boxed up. Everything must be moved to a provided trailer for donating.

Thank you for volunteering.