

St Matthew's School Fall Consignment Sale

Saturday, September 16th, 2017 • 8:00 am – 12:30 pm

Drop-off Procedures

- Please see Sandy or Lisa in the kitchen and sign in so we know who has dropped off. You can pick up your (3) presale passes here!!
- Please have **ALL** your items **TAGGED and SORTED** before arriving at St. Matthew's for drop off.
- Please sort your clothing, shoes and accessories into the bins in the hallway by gender and size. **ONLY** hanging items may be placed in the proper location on the sales floor. Toys may be placed in the toy room. If you have any questions feel free to ask Joanne, Lisa or any committee member.
- Please place a bin (**NO** lids) - clearly marked with your number in the closet. We will use this at the end of the day on Saturday to re-sort your items for pick up.

Sanitizing your items is a quick and easy process.

When you arrive on Thursday and Friday, there will be a station outside where you can take your items to be tagged and sprayed by a volunteer.

You are responsible to place your sanitized items on the sales floor.
Please see Sanitizing info attachment for more details.

Thursday, September 14th Clothing & Small Item Drop off

9-3:30 - Drop off Clothing/toys and small items, must be less than 18x18
NO large items will be accepted.

Between 3:30 pm and 4:30 pm the CLC will be closed

4:30-7 - Drop off Clothing/toys and small items, must be less than 18x18
NO large items will be accepted.

Items not placed by 7 will need to be saved for next seasonal sale.

Friday, September 15th Large Item Drop off & Sanitizing

8-12 - Drop-Off Large items and items to be sanitized – Furniture, strollers, high chairs,
Little Tikes kitchens & Cozy Coupes

If you have large/heavy items please bring someone to help you unload,
we will **NOT** have volunteers to help you move large/heavy items

1:00 - All sellers must be off site - The Committee will begin final preparation.

NO clothing/toys or small items will be accepted

Friday Pre-sale Schedule

4:30	Sellers working the pre-sale or 2 additional shifts will be admitted
5:00	Sellers working an additional shift will be admitted
5:30	Pre-sale begins only 5:30 passes will be admitted
6:00	6:00 passes will be admitted
8:00	PreSale ends, last minute preparations for Saturday morning.
8:30	Estimated end of clean up

Saturday Sale Schedule

7:45	Volunteers arrive
8:00 - 12:30	SALE
11-12:30	50% off SALE
12:30	Begin clean-up shift; sort unsold items to charities & sellers
2:00	Sellers pick-up unsold items.
2:45	Estimated end of clean-up

End of Sale Procedure

- The clean up shift will sort all sale items, please do not arrive before 2 o'clock and sort your own items, you will be asked to leave.
- **Unsold item Pick-Up is by 3pm on Saturday.** (Items will be placed in the bin you provide with your Seller number clearly labeled).
- **ALL unclaimed items will be donated to charity.** We cannot leave items overnight at the church.
- Following the sale, you will be notified **within (2) weeks of the sale.** when your check is ready.