

St. Matthew's School Consignment Sale

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.

Sanitizing your items is a quick and easy process.

When you arrive on Thursday and Friday, there will be a station 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, March 12th

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 drop off 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 7pm will need to be saved for next seasonal sale.

Friday, March 13th

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

12:30 - All sellers must be off site - The Committee will begin final preparations.
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.
8:15 Estimated end of clean up

Saturday Sale Schedule

7:45 Volunteers arrive
8:00 Sale starts
11:00 50% off Sale
12:15 Begin clean-up shift; sort unsold items to charities & sellers
1:45 - 2:30 Sellers pick-up unsold items. ALL unclaimed items will be donated to charity. We cannot leave items overnight at the church.
2:45 Estimated end of clean-up

- You will be notified within 2 weeks of the sale when your check is ready.