

St. Matthew's School Consignment Sale

Drop-off Procedures

- Please see Sandy or Lisa first at the check in table for temp check and sign in. You can pick up your (3) presale passes here!!
- Drop off will be done by choosing a timed slot from the sign up genius. Slots are 1 hr increments, you may choose more than 1 slot, but you must be finished by the end of your allotted time.
- Sign up genius will go out 2 weeks before the sale.
- Please have ALL your items TAGGED and SORTED before arriving at St. Matthew's for drop off. You will be asked to come back at a later time if you are not ready 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 upholstered items is quick and easy

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.

Sanitizing is a spray we are required to use by the state to kill bed bugs, you are required to clean and sanitize any non upholstered items per Covid guidelines.

Thursday, April 29th

Clothing & Small Item Drop off

9–3:00 - Drop off Clothing/toys and small items, must be less than 18 x18

NO large items will be accepted.

Between 3:30 pm and 4:30 pm drop off will be closed

4:00-7 - 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, April 30th

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

NO clothing/toys or small items will be accepted

12:30 - All sellers must be off site - The Committee will begin final preparations.

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	Pre-sale 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.