

St. Matthew's School Consignment Sale

Drop-off Procedures

- Please see Sandy first at the check in table to sign in. You can pick up your 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.
- 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.

Thursday, March 16th 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, March 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

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
10:30 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.