

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 Sandy, Joanne, Chrissy 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 Wednesday and Thursday, 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.

Wednesday before the Sale Clothing & Small Item Drop off

9:00–3:00 - Drop off Clothing/toys and small items, must be less than 18 x18
NO large items my will be accepted.

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

4:00-7:00 - Drop off Clothing/toys and small items, must be less than 18x18
NO large items will be accepted.

Thursday before the Sale 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.

Thursday Pre-Sale for Sellers and School Staff

3:00	Sellers working the pre-sale or 2 additional shifts will be admitted
4:00	Sellers working an additional shift will be admitted
5:00	Sellers are admitted with passes
5:00	School staff are admitted with passes
7:00	Pre-sale ends
8:00	Estimated end of clean up

Friday Schedule - Open to the School/Public

9:00 - 3:00 School parents are invited to visit and shop the sale

3:00 - 5:00 Sale is closed to reset for 5:00 opening

5:00 - 8:00 Sale is open to the public.

8:15 Estimated end of clean up

Saturday Sale Schedule

7:45 Volunteers arrive

8:00 Sale starts

10 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.