

Consignor Checklist

- ☐ Send in registration form with \$5.00 fee and self-addressed, double-stamped business sized envelope
- ☐ Start sorting through closets and preparing your items now!
- ☐ Organize supplies that you will need:
 - * White cardstock (60#-67#)
 - * Yellow cardstock (60#-67#) if you want unsold items back
 - * Red Sharpie marker if you do not want your item sold at the 1/2 price sale
 - * Sturdy safety pins at least 1" long
 - * Clear packing tape for non-clothing items
 - * Masking tape if you are selling shoes
 - * Ziploc bags if you are selling shoes or multiple, small items
 - * Hangers (can be wire, cheap plastic - these will not be returned to you)
- ☐ Print blank tags onto cardstock and complete tags thoroughly - pin and secure tags to each item
- ☐ Sort and group your items by category (and size, for clothing items)
- ☐ Bring items **between 3:00 pm and 7:00 pm** the day before the sale
- ☐ Bring a shoebox or similar sized container to collect your tags during the sale with your consignor number clearly labeled on the outside when you drop off your items
- ☐ If you want unsold items back, you **MUST** pick them up between **1:00 pm and 2:00 pm on the day of the sale**