

MERCHANDISE DISPLAY TEAM – VOLUNTEER INSTRUCTIONS

Friday, 11:00 am- 5:00 pm (day before Sale)

Please: Check in with the Merchandise Display Manager when you arrive for your shift **and** sign-in on the Sign-In/Sign-Out sheet so that your volunteer hours are correctly recorded. Consignors will only be given credit for the hours logged on the sign-in/sign-out sheets.

The Merchandise Display Team is responsible for arranging all the items for consignment on the sales floor according to the Room Plan and in such a way as to be best displayed and attractive to a shopper.

Your customers are the consignors. Please smile and be courteous. Do not wait to be asked to help them.

Display Process

The Sales Area Room Plan will be on display indicating where all merchandise should be placed. **See below.** Every area of the sales floor – the Atrium, Wright Hall and the Hallway adjacent to Wright Hall – will be marked with labels indicating where items should be placed. (The Sales Area Set Up Team will place the signs during the Sales Area Set Up period Thursday and Friday morning before the Sale.)

As Consignors go through the Drop Off process, their items are ready to be placed on the Sales Area. Merchandise Display Team members should approach consignors and tell the consignor that they are there to help them place their merchandise around the Sales Area. Consignors are often stressed during Drop Off and appreciate a kind offer of help. Treat them as you would want to be treated.

Arrange items to make the display tables aesthetically pleasing and easy to see, reach and purchase! **If a shopper cannot find it, they can't buy it. If they don't buy it – less money for all consignors and the school programs.** Larger items ONLY should be placed on the floor.

As tables and clothing racks fill, Merchandise Display Team volunteers may have to re-arrange entire groups of tables or racks. This is standard with every consignment sale. The Merchandise Display Manager or sale Co-Chairs will direct team members through the quick transition of the items to accommodate more merchandise. When this occurs, the Merchandise Display Team Manager will mark-up the Sales Area Room Plan to reflect the change and communicate with the team so all are aware of the changes.

If a consignor brings items for sale in a box they do not wish to keep, the boxes should be retained and used in another way. The boxes may be used to display items on top of or underneath tables. Boxes may be placed behind the Consignor Check In tables to be used on as trash receptacles or to collect hangers on sales day.

The Merchandise Display Team Volunteers should continue to look for merchandise that does not meet sale standards as the Consignor Check-In Volunteers cannot closely inspect each item. If you notice an item with a sales tag that does not accurately describe the item (e.g., buttons missing, item does not appear to have all necessary parts) please bring it to the attention of the consignor. The consignor may wish to change the price or edit the sales tag. If the consignor is not available, bring the item to one of the Consignment Sale Co-Chairs and they will decide if the item remains on the sales floor. If the item is removed from the sales floor it should be taken to the Consignor Check In Area and placed in a box labeled "Hold For Consignor."

NOTE:	During busy periods, members of the Merchandise Display Team will be assigned to the Consignor Check-In Team.
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Location of Merchandise:

Wright Hall

- All clothing (except maternity)
- The majority of toys, games, arts & crafts

Entrance Hallway toward Wright Hall

The hallway leading to Wright Hall and the area outside the doors to Wright Hall is the Maternity and Infant area of the sale.

- Maternity clothing is hung on the coat racks across from the elevator nearest Wright Hall.
- Sleep Saks, crib sheets, crib bedding, nursing items, diaper bags, room decoration.

Atrium

- All large items: cribs, toddler beds, exersaucers, infant swings, high chairs, strollers, pack-n-plays, gates, bikes, trikes, play houses, etc.
- Books, DVDs, and CDs on tables leading to Cashiers as shoppers wait to check out.

Sales Floor Fixtures

Tables

Some merchandise belongs on rectangular and/or round tables. Larger items ONLY should be placed on the floor. Each table will have a sign indicating what should be on and under each table. Tables are where many items are displayed, including, but not limited to:

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| • Arts & Crafts | • Electric Toys | • Puzzles / Games |
| • Blankets | • Home Safety Items | • Socks |
| • Cars, Trucks & Trains | • Mega Bloks, Lego & Bionicals | • Sports Equipment |
| • Crib Sheets | • Musical Toys | • Tights / Bike Shorts / Leggings |
| • Diaper Bags | • Nursing Items | • Underwear |
| • Dolls | • Plates, Cups, Bottles | • Water Toys |
| • Dress Up | | |

Clothing Racks

There are separate clothing racks for maternity, boy and girl items. Clothing is further separated by size.