

SALE AREA SET-UP TEAM - VOLUNTEER INSTRUCTIONS

Thursday, 9am – 2:30pm + Friday 9 – 11 am (prior to Sale day)

Please: When you arrive at AUMC for your volunteer shift there will be a Consignment Sale Volunteer Notebook. Please sign-in on the Sign-In/Sign-Out sheet for your team. At the end of your shift, please sign out. You must sign in **and** out for your volunteer hours to be correctly recorded. Consignors will only be given credit for the hours logged on the sign-in/sign-out sheets.

The job of the Set-Up Team is to prepare the sales floor for the Merchandise Display Team and for the consignors who begin dropping off merchandise at 11:00 am the Friday before the sale.

Overview

The Sale is held on the main level of AUMC, encompassing the main entrance foyer, the Atrium, Wright Hall and the hallways adjacent to Wright Hall.

Before Set-Up begins the Sale Co-Chairs and the Sales Area Set-Up Manager will take photographs of the entire sales area so that after the sale, the entire space may be put back exactly as it was before the sale.

There will be a Room Plan for you to refer to for fixture placement. Tables and clothing racks should be placed around the sales area according to this plan. Placement may change to accommodate merchandise and traffic flow.

When retrieving tables, clothing racks or any other piece of equipment it is **CRITICAL** that you **label them with masking tape indicating the room where they belong.** This enables the Sale Floor Breakdown & Clean-Up Team to return them to their proper storage spaces.

There are stairs, a ramp, and elevators leading to the first level toward the Media Room. You may also use the elevators or stairs to transport items to the third floor if necessary. The Break Down Team Manager, Cherrie Welch and the consignment sale co-chairs are able to show you where all these areas are. If you don't know the Church they can be hard to find.

Moving chairs and chair tracks, large rectangular and circular tables will involve some heavy lifting and a good coordination with team members to transform AUMC into the consignment sale. We do have dollies to transport the large rectangle tables and they do fit inside the elevators. If your husband, brother, Uncle, or any other men can join you, please have them do so. We greatly appreciate their help – Thursday night or Friday morning.

Clothing Racks

We have a variety of clothing racks. Some are round “professional” clothing racks. Some have been created for sale day.

- Assemble racks before bring in the tables to give Volunteers room to maneuver.
- Most rack parts are taped and/or stored together based on size and shape to accommodate storage.

- Each rack has a unique identifier so you know which parts belong to which rack.
- Extra parts are stored in the Set-Up/Break-Down Box.
- The floor of Wright Hall is soft and can be damaged. Please assemble and transport the racks with care as to avoid damaging the flooring in Wright Hall. Teams may want to assemble racks in the Atrium and then transport them into Wright Hall for sales floor placement.

Chair Racks: Metal folding chairs are stored on large metal Chair Racks in a room off the entrance to the ELP classrooms (near Wright Hall) on the main level of the Church. The Sales Floor Set Up Team is responsible for removing the folding chairs from these racks so that they may be used during the sale. Pull all the chair racks from the room.

Step One: Remove all the chairs and place them, standing upright, along the wall of the storage area. Wheel the empty rack into Wright Hall.

Step Two: Some chair racks are stored in the lower level of the Church. After removing all the chairs from the racks and placing them neatly and gently aside, the empty chair racks must be taken outside the Church and rolled to the side entrance and then inside to Wright Hall.

Step Three: Create Clothing Rack: This is a two-three person job.

Use duct tape & zip ties to connect galvanized steel poles to the bottom of the chair racks to create a 2nd hanging rack. (Use a unique duct tape pattern for each rack.)



CHAIR RACKS USED AS TWO-LEVEL, TWO-SIDED CLOTHING RACK.

Choir Robe Racks: The Sales Area Set-Up Team are responsible for going to the lower level and gently removing any choir robes from the Choir Robe Racks. The empty racks will roll into the elevator for transport to the main level.

We use these as needed for baby/infant clothes, winter coats or swim suits and gear (e.g., life preserver).

- No assembly required apart from unfolding each rack and putting poles below either side for additional rack space.



CHOIR ROBE RACKS USED AS TWO-LEVEL, TWO-SIDED CLOTHING RACK

Square, Round and 1 Rectangular Clothing Racks: This is a two person job. These come in two finishes: shiny and matte to better differentiate. All parts should be labeled with a unique identifier so that you know which parts belong to which rack. We use furniture polish as a non-staining lubricant for assembling these racks.

- Lay all parts out by letter A(1 of 4; 2 of 4) etc. and make sure all pieces are there before putting any together.
- The arms pull out to hold more.
- Extra hardware is in the set up/break down box
- Some pieces get lost or have broken over time; sticker labels to identify pieces as sets also fall off: have your breakdown crew double check and re-label as needed



SQUARE CLOTHING RACK WITH 4 RACK ARMS



ROUND CLOTHING RACKS



OTHER CHAIR RACK AND RECTANGULAR CLOTHING RACK

The dark colored rack above with a number of horizontal “arms” is another type of chair rack (see photo below). There is no assembly required other than removing the chairs from the rack. These racks cannot fit in any elevator. The Sales Floor Set Up Team may (1) wheel them around to front of building from outside, OR (2) carry them up the atrium stairs (need heavy lifters!)



Dollies

We use dollies as clothing racks. Dollies are found in the storage area next to the Building Manager's office on the lower level.

During the Consignor Drop Off period on Friday, from 11am – 5pm, consignors are offered the use of dollies and hand trucks to bring their items into the sale. At the conclusion of the Drop Off period, we hang Infant Clothing on both side of the dolly.

Tables

Many items are displayed on tables during the sale. We use very large round and rectangle as well as card tables.

Round tables are stored in the closed opposite the main entrance to Wright Hall. The tables are stored flat. Roll the table out from the storage room into Wright Hall and have one volunteer hold the table while the other pulls the legs out. Both volunteers will turn the table upright.

Rectangular and card tables primarily come from the Church Sunday School classrooms on the upper level. Some tables are stored in the lower level Media Room. Maribeth Day and Cherrie Welch will tell you which classrooms to get tables from. Most tables will have a masking tape label on the underside with the room number. If not, create a masking tape label before you remove the table from the room.

- All tables must have a masking tape label applied indicating where they came from so they can be returned to their proper storage space at the conclusion of the sale.
- Team members may use the elevators to transport the rectangle tables to either the lower or upper levels.

Sales Area – Wright Hall, Atrium, Hallways + Foyer

Some furniture used in the same remains in the sales area. Please create a masking tape label for each item and place it on the underside. Indicate where the item was found prior to moving it for the sale. We will have masking tape and Sharpie markers available for this purpose.

Cherrie Welch, Director Weekday Children's Programs will be on hand to assist in this area.



Thank you for volunteer to help make this a wonderful Consignment Sale and particularly for volunteering for the Sales Floor Set-Up Team!