

CONSIGNOR'S NOTES

WE UNDERSTAND THAT IT MAY BE A DAUNTING TASK TO TAG ALL YOUR ITEMS, SO WE HAVE SOME INSTRUCTIONS THAT WILL HOPEFULLY MAKE THIS AN EASY PROCESS!

Selling your items:

- All garments must be hung on wire hangers. Every item must be coded (*See Below*) & tagged on card stock/an index card and pinned with a safety pin (*See Below*).
- You determine the price of your items! (*See Below*)

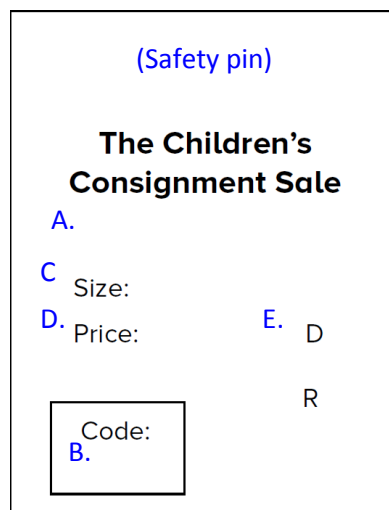
Code your items:

- You will be assigned a seller code from Mary Claire after your online registration is processed.
- Please be sure each item you consign & tag is marked with this code!
- If you are solely donating items (with 100% proceeds to go to Stop Hunger Now & unsold items to be donated to local missions) the code is "AFUMC." Or, you may bring these items to Athens First United Methodist during the month of July 2015.

Tagging your items:

Because tagging all your items could be overwhelming, we have a fun and easy way you can tag your items. Every Tuesday in July will be Tagging Tuesday, where we will have volunteers to come help us tag and sort the items that have been donated. As a consignor you may also bring your items to tag! This can be a fun way to fellowship with friends as well as make new friends!

- The tag is a 4x6 index card cut in half, with space at the top for a safety pin.
- A downloadable PDF template is available by request to Mary Claire (maryclaire@athensfirstumc.org).
 - If you print the template, it must be printed on card stock (heavy weight) paper.
 - You can also pick up printed and personalized tags at AFUMC with advance request and notice to Mary Claire.
- You may tag your items before dropping them off, or bring them to a Tagging Tuesday in July for some extra help!



A sample tag template for 'The Children's Consignment Sale'. It is a rectangular card with a safety pin at the top. The title 'The Children's Consignment Sale' is centered. Below the title are five labeled fields: 'A.' (empty), 'C Size:' (empty), 'D. Price:' (empty), 'E. D' (empty), and 'R' (empty). At the bottom left, there is a box labeled 'B. Code:' containing the text 'Code:'.

(Sample Tag)

- Please indicate:
 - a. Description of item being sold.
 - b. Seller Code: Write on your seller code that you receive following your registration being processed.
 - c. Size: Write (clearly) the size of the garment.
 - i. If toys, write “toy” and what the item is
 - ii. If media (books or DVDs), write “Media” and what it is
 - iii. If bedding, write what it is and what is included in the set
 - d. Price: Please see below for pricing tips.
 - e. (Circle) D or R
 - D-Circling “D” indicates that after the sale you would like to have the item donated to local missions.
 - R-Circling “R” indicates that after the sale you would like to have the item returned to you. You must pick your items up by Wednesday, August 20 at 4 p.m.
- Safety-pinning the tag:
 - Make sure the price tag is safety pinned to the front, left side of the garment.
 - The wire hanger should look like a question mark when looking at the front of the garment.
 - It is essential that the tag is safety pinned to the left side of the garment, not the left side when you are looking at the garment. When looking at the front of the garment, the price tag will be on the right, but the price tag is placed on the left side of the garment. 😊



Pricing your items:

- Price clothing in whole dollar increments (no change!)
- Pricing suggestions:
 - Price your items 25-40% of what you originally paid for them.
 - Play equipment and swings traditionally go for higher—up to 60% of what was originally paid.

Miscellaneous notes:

- Containing your items—
 - Shoe pairs need to be held together (zip lock baggie/zip tie).

- Toys with small pieces need to be bagged together.
 - Puzzles need to be in bags with all pieces.
- Book Ideas
 - Package book series together.
- Bedding must be packaged in clear plastic bags.

Final notes:

- All items are subject to review and approval.
- The deadline to pick up any unsold items after the event is Wednesday, August 19 at 4:00 p.m.
- We appreciate each of you and the time you are devoting to consign with us, and know this year is going to be success because of your participation! We could not do this event without you!!!