

# GCS Consignment Sale Guidelines

## *Getting started...*

E-mail Jill Bussiere at [jngbuzz@yahoo.com](mailto:jngbuzz@yahoo.com) with your name, phone number, approximate number of items you wish to sell. You will receive a seller number by return e-mail. **YOU MUST HAVE A SELLER NUMBER IN ORDER TO SELL CLOTHING AT THIS SALE.**

Also please indicate if you can volunteer to help with set-up, item check-in, the sale, or tear-down. **WE NEED VOLUNTEERS!!!** Those who volunteer to help can shop on Friday, August 27 (We will e-mail Friday shopping passes to volunteers the week of the sale); all other Grace families may shop on Saturday, August 28. (You do not have to sell items in order to volunteer!)

Print out the inventory sheets and clothing tags at the end of these guidelines. Make copies as needed.

*A registration fee of \$3.00 (make checks payable to GCS) is due when you drop off your items.* Sellers will receive 70% of their sales amounts; GCS will retain 30% to cover overhead expenses.

Well-behaved children are welcome to attend the sale with their parents.

We will not be accepting nursery items (cribs, strollers, etc.) this year, but hope to add this category next year.

## *Clothing Prep:*

- Clothing for all seasons is permitted.
- All clothing must be clean, in very good condition, and hung on hangers. (Please do not submit clothing that is worn out, stained, etc. These items will be rejected.)
- No underwear or socks will be accepted unless new and in original packaging.
- If you need hangers, you can pick them up at either campus during the set summer hours, while quantities are available.
- Please use safety pins to secure clothing on hangers if necessary. Attach pants and shorts to hangers with safety pins and hang full-length. You may also use hangers with pants clips (also available at the schools).
- For all clothing on hangers, the hook part of the hanger should turn to the left as you face the front of the garment (see drawings below).
- Place pairs of shoes, belts, etc. in clear plastic zippered bags.



*Tagging and Inventory:*

- Separate items into Boy, Girl, Junior, and Maternity categories. Completing one category at a time, fill out a clothing tag for each item.
- In the “item number” space on the tag, indicate “1” for your first item, “2” for your second item, etc. Be sure to completely fill out each tag.
- For sizes, be specific (examples: 3T, 10 Slim, 12 mos.); do not use “small” “medium” or “large.”
- Pin the tag to the right side of the item (as you are facing the front of the garment).
- Then, fill out the Inventory sheet (please leave check-in column blank), putting items in numeric order by item number. It is important that the information on the tags matches the information on the Inventory sheets.
- For items in zippered plastic bags, tape the tag to the outside of the bag.

*Pricing:* Use whole-dollar amounts when pricing your items, and price them reasonably so they will sell. Suggestion: 1/4 to 1/3 new price if item is in top condition.

*Donating:* Be sure to indicate whether you would like to donate unsold items to the GCS Clothing Closet. If you choose not to donate, you will have an opportunity to pick up your unsold items during the week after the sale.

**Check-in times at the Middle School Gym will be as follows:**

**Tuesday, August 24, from 4 to 8 p.m.**

**Wednesday, August 25, from 4 to 8 p.m.**

**Thursday, August 26, from 10 a.m. to 4 p.m.**

Be sure to bring all inventory sheets, *as well as the \$3 registration fee*, when you drop off your tagged items. A team of volunteers will check in the items. *You may want to make a copy of your inventory sheets to keep for yourself before coming to check-in.*

***The Sale:***

Come enjoy **shopping, fellowship, and refreshments in the Middle School Gym!**

- Friday, August 27 (**GCS Consignment Sale volunteers only**) from 10 a.m. to 4 p.m.
- Saturday (**all** GCS families) from 10 a.m. to 4 p.m.

*“Paychecks”* After the sale, amounts due to each seller will be calculated and checks will be available at the end of the following week.

If you have questions, please email Jill Bussiere at [jngbuzz@yahoo.com](mailto:jngbuzz@yahoo.com) or Judi Delp at [judidelp@mgwnet.com](mailto:judidelp@mgwnet.com)