



## CLUSTERS MOTHERS OF MULTIPLES CLOTHING & EQUIPMENT RESALE AGENDA FOR NON-Member Sellers

### General Information

- Please wear **GREEN** shirts on Saturday. This is so students, security, school staff, Committee and other Sellers can identify you as a non-member Seller. Wear comfortable shoes both days—you will be on your feet all day. You will also want to bring work gloves to help build/breakdown racks.
- Bring something to drink on both days. Please also pack a light snack/lunch on Saturday; we will have a small breakroom for Sellers.
- Pack your car with all the items you plan to sell. You will not have time on Friday or Saturday to return home for additional items.

Be sure to program Clothing Sale Chair Kris Okoskey's cell phone number in your phone: **708-250-8971**.

## FRIDAY

### 3:30 P.M. SET-UP BEGINS

- All Sellers should park their cars in the parking lot and check-in by your assigned time. There will be a check-in desk staffed by Clusters committee members near the entrance. Once you have completed your shift, be sure to check out at that same table.
- After checking in, Sellers help with unloading truck, setting up racks, rounders, etc. Be prepared to lift and load equipment from the truck; **bring work gloves to protect your hands**. Committee members will direct traffic at the door if you are unsure where racks and supplies go.
- All Committee, Sellers & students all help organize departments. Committee will direct Sellers where to go. As items come into your department, organize them as quickly as possible.
- When your shift is over, be sure to check out. Then go to your car and pull it up to the main gym entrance doors to unload. Once your car is empty, return it to the parking lot and then come back to the cafeteria to start bringing in your items and put them away.
- Be sure to take ALL of your bins with you when you leave the school. Sellers should keep one or two large bins in their cars for recovery of unsold items the next day.

### 9:00 P.M. SET-UP ENDS

- Sellers must have their items put away in the proper department at this time. Remember to take ALL OF YOUR BINS with you on Friday night.
- Non-member Sellers wear GREEN shirts and comfortable shoes on Saturday. Remember to eat breakfast and pack a lunch as there are very limited concessions. Non-member Sellers shop at 6:45 am.

## SATURDAY

### 6:45 A.M. NON-MEMBER SELLER SHOPPING BEGINS

- Bring a laundry basket or use Clusters-provided IKEA bags. We accept cash, credit or debit cards. Credit/debit cards incur a \$1.50 fee per every \$50.
- Line up according to posted signs; you will need to provide your name at the admissions desk and pay the \$2 fee. The admission fee goes to the FCCLA student group who assist with the sale.
- Allow enough time to shop, pay for your items and bring them to your car BEFORE you start your shift. We will let you know what parking lot to use. You will need to check-in at the check-in desk before you start your shift.

### 8:00 A.M. SELLING FLOOR OPENS TO GENERAL PUBLIC

- Please maintain your department by keeping items organized the best you can; giving items that don't belong in your department to a Seller or student to return to the proper place, making sure nothing has fallen on the floor, etc.
- Be sure to time for a short break—water will be available. You may want to pack a lunch as there are limited concessions. Just let the other people in your department know when you want to take a break.

Keep your eyes and ears open! Theft is typically not a major problem BUT we do want everyone to be aware of their surroundings. If you see someone attempting to open an item, tamper with or switch a tag or any other issue, please approach them or find security staff or another Seller or Committee member to assist you.

### 11:00 A.M. TEAR-DOWN BEGINS

- As customer traffic subsides, start organizing the remaining clothing/items by Seller number. Committee members will explain the process. The quicker we can organize the items by Seller number, the faster we can be done with the sale.

### 12:00 P.M. SALE ENDS/TEAR-DOWN CONTINUES

- Break down of racks and loading of the truck begins. We will announce when Committee & Sellers can bring in their bins. Once all bins are in, we will all assist in arranging them in numerical order. Committee, Sellers & students start item recovery and continue breaking down the racks and loading the truck.
- Please continue to break down and recover/return items until the truck is completely loaded. Once everything is out of the gym, go thru your items for anything you would like to donate or may not belong to you. Once the truck is ready to depart, you will get your receive your \$40 check. If you paid via PayPal, your \$40 deposit will be included on your proceeds check. Once you receive your check, you can take your bins and depart the school. You should be able to depart the school by 2:30pm.



KEEP  
CALM  
AND  
BE KIND  
TO  
ONE ANOTHER

*As much as we prepare, we cannot anticipate all problems. Let's remember we are working together to make the Sale successful and treat each other with respect.*

*Thanks in advance for your hard work and positive attitude!*