

VICTORIA QUILTERS' GUILD

CHRISTMAS SALE 2024 – INFORMATION SHEET

<u>Location:</u>	Emmanuel Baptist Church 2121 Cedar Hill X Road Victoria BC		
<u>Sale Coordinators:</u>	Susan Teece, Lois Toutant, Ursula Riegel, LaVerne Mullane, Julie Hillsden, Karen Dearborn, Pam Teasdale, Amie Starchuk and Valerie Boode.		
<u>Check-in/Drop-off:</u>	Friday	November 1st	10.00am – 11:00am
<u>Sale Hours:</u>	Friday	November 1st	12.00pm – 5:00 pm
	Saturday	November 2nd	10:00am – 4:00pm
<u>Check-out of unsold goods:</u>	Saturday	November 2nd	4:30pm
	Goods <u>MAY NOT</u> be checked out before end of sale and <u>MUST</u> be checked out before they are removed from the Church		
<u>Commission:</u>	15% of total sales will be retained by VQG		

Check-in: All items for sale – complete with inventory sheets and sale tags securely fastened (no straight pins) – are to be checked in at the above time.

Advance Check-in: If you have more than 100 items for sale, **contact one of the sale coordinators** at least one week before the sale to arrange for an advance check-in.

Volunteers: Every seller will be required to work a minimum of one shift on sale days. Please **check the volunteer list in the kitchen** at least 10 minutes before your shift. If you are submitting more than 100 items, you should sign up for at least two shifts – one of which is either set-up or take-down.

<u>Volunteer Shift Times:</u>	Friday	09.30am – 12.00– Check-in and Set-up
		12.00 pm – 2:30 pm – Sale
		2:30pm – 5.00pm – Sale
	Saturday	10.00am – 1:00pm – Sale
		1.00pm – 4:00pm – Sale
		4.00pm – end – Take-down, Check-out and Pack-up.

NOTES:

1. **If you sign up for Set-up or Check-in, your items will be checked in starting at 9.00am, before you start your volunteer shift.**
2. **If you sign up for check-out and take-down, your own items will be checked out last.**
3. **If you sign up for Cash, you will be required to attend a short training session on the use of the Credit/Debit Card machines.**
4. **Volunteers must be able to interact graciously with shoppers while being mindful of shoplifting.**

CHEQUES: PLEASE HOLE-PUNCH YOUR INVENTORY SHEET(S) AND ATTACH A STAMPED, SELF-ADDRESSED ENVELOPE WITH A PAPERCLIP – NO STAPLES PLEASE!!