

Show Procedures

Friday:

<p>Trees and pots and other stuff are brought in.</p>	<p>Members</p>
<p>Items are checked off on the consignment sheets. Make sure the minimum contribution is 20%</p> <p>If there are duplicate tag numbers, re-number with an alphabetic suffix. For example, if there are 2 "JK21" tags, make one a "JK21a"</p> <p>If the member name is not on the member list form, please add it</p>	<p>Volunteers</p>
<p>As each sheet is checked off, tag numbers, prices and IDs are quickly reviewed for clarity. If there are duplicate numbers, renumber with an alphabetic suffix. For example, if there are 2 "JK21" tags, make one a "JK21a"</p>	<p>Treasurer, Show Chair, VP Special Projects</p>
<p>Enter tag numbers, prices, % donation to club for each seller on the Show Sales excel worksheets.</p> <p>Create new worksheet for anyone not on the member list form.</p>	<p>Treasurer and trusted volunteer</p>
<p>Add seed money to cash box</p>	

Saturday:

<p>Collect sold tags and money from cashiers at least twice a day</p>	<p>Treasurer, trusted member verifies count</p> <ul style="list-style-type: none">-Treasurer enters tags sold and money collected.- At the end of the day, treasurer logs onto Square and creates the Square spreadsheets- totals should match
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Instructions to cashiers:

- The treasurer will provide different colored pens for each day of the sale. She will also provide an iPad and a Square widget for credit.
- When an item is sold, please cross off on both parts of tag, tear off bottom portion and put it in the coffee can. Please do not cross off on the price –make sure this is easily readable!
- If a buyer wants to hold items, wrap the items with blue tape. Have the buyer write his name on the label and stick it on the blue tape. Place the items well away from the sale area.
- If a buyer wants to pay for membership as well as for items, please have the buyer fill out the membership form. (name, address, phone number, email)
- The treasurer will collect money and tags periodically throughout the show.
- Keep cash box, phone and/or iPad in sight at all times! Never turn your back on them. They are close to the exit and can be easily stolen.

Instructions to Treasurer/VP Special Projects

- Seed the cash box and the fishbowl - \$200 in cash - 2 20s, 10 10s, 10 5s, 10 1s. Leave this in cashbox on friday and saturday evenings for next day's seed.
- Pick up consignment sheets from the manila folder and file in the Show Notebook
- Create excel sheets to document money collected periodically during the show. Use a separate sheet for each day. Use a separate sheet for the fishbowl.
- Sunday evening, after the sale and cleanup, give tips to janitor/maintenance staff - \$100 for 1 person, \$50 each if 2.
- Barricade off the cashier's area so that no one can walk behind the cashiers' chairs.

Instructions to Checker-Ins

- Make sure the contribution to the Club is at least 20% on the consignment sheets
- Make sure the price and the seller's ID are clearly written with no cross-outs or overwrites! Have the seller fill out replacement tags as needed!
- If there are duplicate tag numbers, re-number with an alphabetic suffix. For example, if there are 2 "JK21" tags, make one a "JK21a"
- If the seller's name is not on the seller list form, please add it and inform the Treasurer.
- Please 3-hole punch the consignment sheets and place them in the manila folder. The treasurer will collect these periodically.

Cash and Cheques Collected:

Day: _____

Time						
	#	Total	#	Total	#	Total
1s						
2s						
5s						
10s						
20s						
50s						
100s						
Cheques:						
Grand Total						
Treasurer:						
Witness:						

Total for the day:

NOTE

SALE OR HOLD LIMIT OF 5 JIM BARRET POTS

PER CLUB MEMBER, PLEASE!