

Burr House Guild Stash Market Sale 2026 Information – Schedule and Volunteers needed

#1 - SCHEDULE

Date	Activity	Time	
Friday Oct 2nd	Guild Tables set up Individual Table set up	9:00 to 12:30 1pm to 5pm	All participants & guild volunteers
Sat Oct 3rd	Sale day	10am to 5pm	All participants and volunteers
Mon. Oct 5th	Inventory Pick up	TBD – if needed	As there is a class on Sun all items need to be left in the gallery
Mon. Oct 5th	Cleaning of Tearoom & Gallery	11:00 – 2:00	Alena

#2 Volunteers

	Friday Oct 2 nd Shift	
	10:00 – 12:30 p.m.	1pm to 5pm
		Other sellers set up
Guild Table set up	Sheila H	
Guild Table set up	Alena	
Guild Table set up		

	Saturday Oct 3 rd Shifts	
	10:00 – 1:30 p.m.	1:30 – 5:00 p.m.
Role	Volunteer	Volunteer
Cash	Sheila H	Sheila H
Cash Assistant		
Floor Sales 2 people needed		

Duties:

- Cash: record sales on Sales Tracking sheet, accept payment via square or cash, write receipt (if requested)
- Cash assistant: confirming item details/price with cash, wrap purchases, track sales on members' inventory lists
- Floor Sales: answer customer questions if/when possible. Show customers where the sign up sheet is if they want to receive emails about future events. Move items to fill gaps/space after other items are sold. Help pack small items like embroidery floss etc for customers before they cash out.