

Burr House Guild Fall Holiday Sale 2024 Information - Volunteers Needed for:

#1 - BEFORE & AFTER THE SALE SCHEDULE

Date	Activity	Time	Volunteers – 2 Minimum 3 Minimum for Cleaning
Mon. Oct 28th	Tearoom Cleaning & Equipment set up* - put up signage	10:00 to 1:00	Sheila H, Amanda R, Michelle Z
Tues. Oct 29th	Inventory Drop off** RSVP	10:00 – 12:00 p.m.	Dina S, Kathy L
Wed. Oct 30th	Inventory Drop off** RSVP	5:00 – 7:00 p.m.	Sheila H
Thurs. Oct 31st	Display set up	9:00 to 12:30 +	Dina S, Kathy L
Sun. Nov 3rd	Inventory Pick Up	5:00 – 6:00 p.m.	
Mon. Nov 4th	Inventory Pick up RSVP	TBD – if needed	
Mon. Nov 4th	Cleaning of Tearoom & Gallery	TBD	Sheila H

* Cleaning tasks include: Dust and wash shelving, dust baseboards, clean windows, tidy and clean in kitchen/bathroom, tidy sales counter, resupply bathroom, vacuum all rooms including foyer

** Inventory Drop off: the volunteers will check the inventory sheet to confirm label information (i.e. price & code) and that each item is recorded on sheet

**If date and times do not work for drop off as listed above, another time may be arranged if there is a volunteer for it

** Please RSVP one of the volunteers listed when dropping off or picking up your items, volunteers will leave after the last drop off/pick up (or not come to the Burr House if not needed)

#2 - SALE WEEKEND SCHEDULE – 2 shifts per day, 3.5 hours each shift (snacks provided!)

	Saturday Nov 2nd Shifts		Sunday Nov 3 rd Shifts	
	10:00 – 1:30 p.m.	1:30 – 5:00 p.m.	10:00 – 1:30 p.m.	1:30 – 5:00 p.m.
Role	Volunteer	Volunteer	Volunteer	Volunteer
Cash	Sheila H	Sheila H	Sheila H	Sheila H
Cash assistants	Teresa/Dina	Teresa C	Allison D	Dina S/Kara K
Floor Sales	Marie B/ Sandra M	Elfi B	Marie B	Kathy L
Floor Sales	Gail G	Olga D.	Sandra M	Liz K

Duties:

- Cash: record sales on Sales Tracking sheet, accept payment, write receipt (if requested)
- Cash assistant: confirming item details/price with cash, wrap purchases, track sales on members' inventory lists
- Floor Sales: monitor customers in other rooms; cover other positions for breaks, answer customer questions if/when possible. Tour people through guild hall if requests and time permits. 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.