

# GARAGE SALE

## NAME Policy

- I. All fundraisers held during a Convention/Houseparty shall be approved by the Convention/Houseparty Advisory Committee except for those fundraisers for NAME. In such case, the fundraiser details shall be presented to the Board of Trustees by the Convention/Houseparty Liaison for approval.**
- II. The Garage Sale cannot be held during Sales Room hours.**
- III. A NAME office representative and two additional people designated by the NAME representative (usually Board members) will serve as cashiers for this activity.**
- IV. The Garage Sale at a Convention is a fundraiser for NAME and proceeds go directly to NAME. Proceeds from a Garage Sale at a Houseparty may be a benefit fundraiser with the proceeds going directly to NAME or as a committee fundraiser with the proceeds used to offset houseparty expenses or increase the income of the houseparty.**
- V. The Hosting Chair appoints the Garage Sale Chair.**
- VI. No other Convention/Houseparty activity shall conflict with the Garage Sale.**

A Garage Sale may be held at a National Convention or Houseparty. The Garage sale is only open for approximately an hour during the Convention/Houseparty. The following guidelines are set regarding conducting a Garage Sale.

- Promote your Garage Sale donations via a tear sheet in the registration packet. You may solicit donations from individuals and clubs if desired.
- Include a sign up section on your tear sheet which can be completed and returned to the Garage Sale Chair, however be flexible to receive additional unexpected donations during your Registration times at the Convention/Houseparty. Keep a list of those who have sent in their tear sheet and send it to the Souvenir Book Chairperson so their names can be included in the Souvenir Book.
- Make certain that your tear sheet indicates that items for the Garage Sale are donated and are not for individual profit.
- Have someone available to receive the Garage Sale items at Registration.
- Ask for volunteers on your tear sheet. Contact them via email or telephone to see how they would like to help: pricing, set-up, check-out, clean-up, etc. When the Houseparty or Convention Schedule is printed, check your schedule for time slots that are available for you to schedule workers. Ask your volunteers if they have signed up for any classes so you will know when they are or are not available to help you. A chart is helpful both to you and to your workers so they know when they are needed. You can let them know in advance and post this on-site on the door to the pricing area. Request additional volunteers from the Gold Star Chairperson and share with th Gold Star Chairperson your list so they can receive a Gold Star pin.
- You will need supplies such as snack, sandwich, quart, and gallon-sized ziplock bags, packing tape, quite a few Sharpie markers to clearly mark prices on bags, as well as staples and a stapler or two to seal the bags so shoppers cannot easily remove items from the bags.

Plastic clamshell containers from bakeries and restaurants are wonderful for packaging furniture (so they don't become broken or lose drawers or other small parts) and dolls (so they don't become broken). Ask your local stores for donations or recycle them from other sources. If you wish to be reimbursed for your supply purchases, find out from your Chairman what your budget will be before making purchases. You must save your receipts and turn them in to the Houseparty or Convention Chairperson for approval.

- You will need to arrange for donated plastic shopping bags for the sale (ask your local grocery store, Target, or Walmart (maybe 200 bags) and be prepared to give them a donation receipt per NAME's non-profit status).
- Decide where items will be received off-site by those who wish to bring or send their donations to you, where they will be stored, and how they will be moved to the Convention or Houseparty site. If a truck needs to be rented, you will need to get prior approval from the Convention or Houseparty Chairperson.
- Send a Thank You Note or email to donors as you receive their items via mail or in person.
- You will need a supply of medium/large boxes in which to place items that you have priced off-site. Mark these boxes clearly on one end and one side of each box that they are GS (Garage Sale) and have been PR (priced) so that they arrive to your on-site pricing room to distinguish between those boxes and ones that have been received on-site that need to be priced. Designate a side of the room in the pricing area for these boxes, and ask those who are helping bring in the boxes to make sure one labeled side is facing forward.
- Ask the Convention or Houseparty Chairperson to have the Garage Sale receiving table at Registration as close to the pricing room as possible so you don't have to lug heavy boxes of donations very far. You must have someone available to receive the on-site Garage Sale donations each time Registration is open and take them to the pricing room. Have a dolly available, and some Thank You cards available for people who would like a record for their tax donation.
- You will need 2-3 people manning the pricing area almost all day every day until the sale is held depending on the amount of on-site donations that need to be sorted and priced. No one else should be allowed in that room. It should be locked when the chairperson or another trusted worker is not present.
- Decide in advance how you are going to price the items. No item should be priced less than 25 cents and price increments should be in increments of 25 cents (ie: 50 cents, 75 cents \$1.00, etc.) to avoid having to dispense small change. Be consistent. Try to print a couple of lists in advance as to what you are going to charge for certain items since items that are alike will arrive at various times to be priced. For example, windows and doors will be priced at \$1, hardware at 50 cents, etc. Resist the urge to overprice items; they need to be bargain-priced so they get sold.
- When filling small snack or sandwich bags with assorted miniatures, make sure there is at least one quality item in with some junkier items and price the bag at \$1-\$2.
- Consider putting large dollhouses that are in good condition out on a table in the registration area with a silent auction sheet bid sheet and write at the top of the bid sheets when the silent auction will close for those items, i.e., will it be closed at the NAME Auction or at another time (end of NAME Business Meeting at National Convention or Banquet on Saturday or Brunch on Sunday).
- Pull artisan-signed items and other rare or valuable miniature items from the sale to give to the Auction Chairperson or the On-Line Auction Coordinator.

- As for pricing large items that shoppers cannot carry around with them, consider taping a photograph of the item to the item with the price written on it using a Sharpie marker. A piece of masking tape marked SOLD should be under the photo. When someone wants to purchase the item, they should remove the photo and place the photo in their bag. The SOLD sticker will then be clearly visible to all the other shoppers. After paying for their items, the photo should be presented to the volunteer at the exit door so that the item can be placed on a dolly and removed from the sales area and taken to the shopper's vehicle or hotel room by a volunteer. If providing a photograph of items isn't feasible, you can use a number or letter on the price tag and use that same number or letter on the SOLD tape under the price tag.
- Conduct the Garage Sale in a room and not in a roped-off public area if at all possible. If you have an extremely large amount of donated items, make sure you have enough set-up time to get the sales area ready. It is recommended that no other events be scheduled in that room for the entire day leading up to the garage sale.
- You will need hotel staff to set up the room with the number of tables you estimate you will need; a diagram is helpful in planning and executing this step. Provide the Operations Chairman with a copy of your diagram. Make signs on stiff cardboard for each table or group of tables to identify which items go on which table and to help shoppers find categories from which they would like to purchase items. Some suggestions: Houses/Roomboxes, Magazines, Books, Dolls, Furniture, Accessories, Fabric & Wallpaper, Electrical, Landscaping, Smaller Scales, and Kits. Borrow table stanchions (the hotel may charge to use theirs) to hold the signs or ask the hotel if you can use "Command" strips on the walls. You will also require several people with dollies to transport items from the holding/pricing room to the garage sale room and several workers to unpack the boxes and get the items to their designated tables.
- Leave plenty of room around each table to accommodate wheelchairs, walkers, and scooters.
- Assemble your sales team at least ½ hour prior to the sale to allow them time to shop for a bit, ask questions, and get to their assigned stations. Make sure volunteers mark their bags clearly with their name as it appears on their badge and place them UNDER the checkout tables since Garage Sale shoppers will be storing their held bags BEHIND the checkout tables.
- Only Convention/Houseparty attendees may come to shop or volunteer at the Garage Sale. Be sure everyone is wearing their badge.
- It is always fun if you can provide some sort of entertainment while shoppers are waiting in line prior to opening of the Garage Sale.
- Hand out bags (plastic grocery bags) to shoppers waiting in line, and have extra bags available as shoppers may need an additional bag or two. A couple of volunteers can roam the area ready to hand out additional bags and take full bags to be labeled with the shopper's name as it appears on their badge to a holding area behind the checkout team. Large boxes labeled A-J, K-P, and Q-Z are helpful in locating the held bags when shoppers are in the checkout line. Only volunteers should be allowed to retrieve the bags and should check to see that the name on the bag matches the name on a shopper's badge. When the shopper is ready to check out, they need to let the checkout team know they have an additional bag(s) being held that needs to be totaled along with their current bag of items.
- It is strongly suggested that you hand out a small Garage Sale conduct sheet to those waiting in line as you hand out the bags or if possible, make announcements using a portable microphone. The sheet should state the following:
  - Please do not remove large quantities of items from the tables to sort through in a corner. It is disrespectful and unfair to other shoppers.

- Confine your shopping to the surface of the table as you would at a regular garage or tag sale.
- Pushing, shoving, or unruly conduct will not be tolerated; be considerate of other shoppers or you will be asked to leave the sale area.
- Once you have completed check out, your purchases are yours. NO RETURNS .
- Consider allowing children under 12 to enter about 15 minutes before the doors open. Allow wheelchair, walker, and scooter shoppers in about 5-10 minutes before the doors open.
- Have easily-identifiable helpers (funny hats or headbands, perhaps) in the room to assist with large items. Have someone with a dolly available to remove large purchases, such as dollhouses, from the sales room after they have been paid for at the pay station.
- When possible, have an entrance door and an exit door. Arrange for the check-out and pay stations to be located near the exit door. Station a couple of volunteers at the exit door to check register receipts as shoppers leave the room.
- Only the Garage Sale Chair and helpers should be allowed to pre-shop during set-up of the Garage Sale. Their individual purchases should be limited to \$15.00 so that plenty of desirable items are available to shoppers who have waited in line.
- Arrange to have a minimum of (6) six PRINTING CALCULATORS WITH TAPES available at a Convention and at least (4) four at a Houseparty during checkout. Ask people you know if they have one you can borrow or contact a previous Garage Sale Chairperson to ask them where they obtained the ones they used. The NAME office representative will provide all of the cashiers you will need at checkout. Your volunteers will ring up the totals and the tape will go to the Cashiers for receipt of payment.
- Make an announcement about 5 minutes before the hour is up that the sale is almost over and shoppers need to proceed to the check-out line.
- Lines can be very long at checkout. Check to see if the hotel will lend you rope stanchions to keep your check-out line orderly and headed toward the pay station. Have one line and a volunteer to direct the shoppers to the next available check-out team. One volunteer of the check-out team will call out the prices of each item to the volunteer with the calculator who then runs a tape of the purchases and totals it out. The total is shaded with a highlighter pen or circled with a pen and handed to the shopper who takes it to the cashier and pays for their purchases. NAME accepts cash, checks, and credit cards.
- The cashier then collects the money, staples the register tape to the bag as well as staples or ties the bag closed. Make sure the tape or bag is marked as 'paid' in case the shopper wishes to return for more shopping.
- Have your cleanup team box leftovers from the sale and return them to the pricing room.
- Have a plan in place as to how you will dispose of any leftover Garage Sale items.

### **SUGGESTIONS:**

- For Conventions, following the NAME Annual Business meeting on Saturday morning, allow Regional Coordinators and State Reps pull items to take back to their regions for NAME Table Sales at local shows or to be used as prizes at NAME-Sponsored Events. For Houseparties, ask the Chairperson when would be a convenient time to do this.
- Give away NAME Gazettes along with a flyer about NAME to shoppers who come to Public Day in the salesroom.
- Offer magazines to State Reps, Regional Coordinators, and Club Presidents before offering

whatever is left to any attendees.

- Consider having a ½ price or By Donation event after the NAME Annual Business Meeting is over.
- You could also have a “Box Sale” during the remaining days of the convention and accept a donation for a pre-boxed mix of leftovers from the sale.

**FINALLY:**

- Prepare a final report of your Garage Sale and submit it to the Convention or Houseparty Chairperson and the Convention/Houseparty Liaison as well as to the NAME Office.
- Be sure to thank your valuable volunteers!!!

(Thank you to Sue Ann Ketchum, Garage Sale Chairperson of the 2017 National Convention for her assistance in revising this section.) Revised 2/2018