**Pop Up Sale Instructions**

**CAG Pop-Up Sale Instructions**

**Prior to sale:**

* Pick dates and times
* Post signup sheet
* Each sale needs at least one coordinator

**Coordinators Responsibilities:**

* Organize all sellers
* Point person on sale day
* Print sales sheet or provide a handwritten sheet
* Contact the Treasurer to obtain the Cash Box and instructions for using and returning after the sale
* Provide Board Treasurer with final sales sheet and cash box
* Decide on types of marketing – City email; Beyond the Creek
* Contact Gary Guglielmo to email a notice to the CAG distribution list. Provide the email text with sale date information.  It was suggested that the email specifically state this is a member sale vs. a CAG sale.  Some recipients were disappointed that the CAG donations were not for sale.

**Sellers Responsibilities:**

* Help setup/take down
* Work a 2 hour shift
* Coordinate shifts with other sellers
* Work with coordinator on planning and executing marketing

**Board Secretary Responsibilities (after sale):**

* Process sales sheets for payment to sellers
* Submit for payments to Board Treasurer
* Reconcile cash box

**Day of Sale:**

* Setup/Tear down sale tables, tents and setup a hold area for buyers selections
* Sellers arrange their pieces and pack up at the end of the day
* Enter each sale on sales sheet and include the following:
	+ Seller Code
	+ Short description
	+ Price
	+ Price sticker
	+ Indicate if cash or credit
* Credit card Sales use Square Reader.  Contact Terry Cullen for information about the equipment and how to use the system .
	+ If you use your own Reader, it must be linked to the CAG account
	+ Tax is calculated on credit card sales
* Cash sales – calculate sales tax – 8.5% (Walnut Creek sales tax percentage)
* Coordinator puts cash box and sales sheet in secure location in studio (TBD) for pickup by Treasurer to process for payments to sellers