

## **CONSIGNOR CHECKLIST**

### **TAGS**

- My tags are printed on white cardstock
- My tags are printed in black ink on the normal (NOT DRAFT) print setting
- All tags that read **Donate: YES**, have that field highlighted in yellow highlighter



### **CLOTHING & SHOES**

- I have only spring/summer items for the Spring Sale and only fall/winter for the Fall Sale
- Only 100 items are clothing on hangers
- For clothing in ANY size between 0 and 12 months, I have only 20 hangers in each gender
- Hangers and baggies with multiple pieces of clothing contain items of the EXACT SAME SIZE
- My items are clean and without stains, holes, missing buttons/snaps or broken zippers
- All clothes are securely hung and/or pinned to the hangers, so they do not easily slip off
- Pants are pinned to the TOP of the hanger by the waistband and NOT folded over the hanger
- Multi-piece outfits are pinned together on ONE hanger
- My hangers are all in the shape of a “2” or a “?” when the front of the clothing is facing me
- Tags on the clothes are safety pinned in the upper right front of the piece as it is facing me
- Small, like items (i.e. socks) are bundled together in baggies with the tags inside
- I have no more than the 7 pairs of shoes tagged (slippers, cleats, and skates do NOT count)
- Shoes are zip-tied together with the tag attached to the top by a pin

### **EQUIPMENT & TOYS**

- I have checked to make sure that none of my items are on the recall list
- Assembly instructions are included with my large items
- My car seat still has at least one year until expiration (manufacturer label must be legible)
- If I am consigning a car seat I have printed off and attached the “Car Seat Attachment” form
- Battery-operated equipment and toys have working batteries in them
- Loose items are secured in baggies and attached to toys and games
- Large toys, including playhouses and ride-ons, are scrubbed clean

### **OTHER ITEMS**

- DVDs and CDs are in their original cases and are free of scratches
- Puzzles and games are complete (without missing pieces) and the boxes are taped closed
- Any items requiring a light bulb must have a working bulb in them

### **INVENTORY DROP-OFF & PICK-UP**

- I have scheduled a drop-off appointment
- I know which multi-layered & padded items will need to be dropped off at the spray station
- I have made a note of my pre-sale shopping time slot
- I have made a note of the pick-up date and time on my calendar (please be prompt)