

2018 Madison Knitters' Guild Sale  
Monday, December 10, 3:50-5

## Set-up Instructions

Sale: Erin Weber and Brenna Weber (coordinators)  
Donations tables (toiletries and knit/crocheted items): Rae (coordinator)

Thank you for volunteering to help set up for the December sale and for collection of incoming knit donations as well as toiletries.

The sale will be in the cafeteria and room 104/5 (just off the cafeteria). Tables for incoming donations (knit items and toiletries) will be together room 122.

We only have permission for a very few people to be in the building before 4; this is one situation where arriving just on time (3:50) is a good idea.

The cafeteria will be closed off until 5; no browsers allowed in while you are setting up.

**Unloading**—Unload boxes from cars as they arrive. We will unload on the right-hand side of the curve to the door, leaving the area in front of the door clear for exiting Promega workers. Boxes marked WORSTED/ARAN go to room 104/5. Other sale yarn (boxes with colored labels go to the cafeteria. Flattened boxes, boxes labeled MILITARY CAP YARN or DISHCLOTH COTTON and boxes labeled for agencies go to room 122.

**Set up the sale**—The Promega set-up crew has instructions to get as many tables as possible into both rooms (leaving aisles) so we don't have an exact count or layout. Consequently, we will be scrambling to figure out exactly what goes where in the cafeteria. Brenna and Erin will have balloons to designate what goes on which tables. Stay flexible as Brenna and Erin finalize the lay-out.

Empty yarn onto the tables. Store empty boxes upside down under the table along with boxes with additional "merchandise" (if any) under the tables.

**Set up for incoming donations (Room 122)**—There will be 6 tables available to collect incoming knit donations, toiletries and yarn/patterns for dishcloths and military caps. Assemble flat boxes for packing incoming donations.

At 5, move on to the next thing you volunteered for or begin shopping, but be sure to get out of the way of the stampeding hordes.

Be sure to pick up a ticket for the program in the auditorium, if you don't have one yet.