

2018 Madison Knitters' Guild Sale
Monday, December 10

Instructions for Adding up purchases and for Cashiers

Thank you for volunteering to check shoppers out after they have made their selections.

Money coordinator: Barb Thacker

Overall sale coordinators: Erin Weber and Brenna Weber

Please check in with Erin or Brenna when you arrive for your first adding or cashiering shift.

Materials: Adding-up tables: calculators, pens, pencils, forms for totaling purchases, a copy of pricing guide-lines (in case something shows up without a price tag), bags and tape
Cashiers' tables: a cash box per table with \$200 in ones and fives in each

Adding-up: Add up shoppers' purchases. Unmarked single balls/skeins are \$4. Members have been asked to bring bags but you will have a supply for those who forgot or bought more than planned. During the break everything with an **orange dot** will be half price. Orange dots indicate that this yarn was here last year. We want to turn over stock rather than hold on to yarn over multiple years. For the half-price items, total a shopper's purchases and divide by 2. When you get an odd numbered total which halved comes out to \$xx.50, round up to the next full dollar. Remind any complainers that the money goes to a good cause and we're not equipped to deal with change.

Cashiers: Checks for merchandise must be written to Madison Knitters' Guild. (The banker prefers that the name be written out.) You may also accept checks written directly to Second Harvest Food Bank (not for purchases) but tally them separately. And, of course, we take cash.

Shutting down at 6:30 and at the end of break: Plan ahead. At 6:00 and 6:15, we'll announce that sales will stop at 6:30. If there's a line at the cashier tables, someone can go along the line and take the slips and exact cash or checks. Only those who need change would continue to wait in line. Repeat this process toward the end of break. Coordinate with the restockers/troubleshooters who will also have this info in their instructions. Be sure to leave the cash boxes with Barb Thacker at 6:30 and at the end of break.

There's no shopping before 5:00. Shopping is open 5-6:30 and during break.