

Toy Sale Seller Checklist

- I have a work shift **OR** paid the \$10 Opt-out fee at registration. (Limited to 1st 20 requests)
 - I have a drop off time.
 - I will stay at my assigned drop off table while workers check my items.
 - I will only activate inventory that is listed in the current dropdown menu when entering inventory.**
 - Costumes and winter coats are hung on hangers and hangers are facing the correct direction (open to the left like a question mark)
 - Tags are hung on the right side of the costume or coat, if you are looking at the clothing article. (Same place as always)
 - Tags on costumes and coats are hung from ONE safety pin horizontally **ACROSS** the top of the tag.
 - Only boots for playing in the snow with the proper category and size on tag. Use a zip-tie to secure boots together if they cannot fit into a bag.
 - Tags are printed on **WHITE** cardstock. Clear **DETAILED** descriptions are used (For example: 5 Junie B. Jones books-(#2, 4, 5, 7, 8). **DO NOT** just say 5 books, they will get lost from each other)
 - Toys with multiple or removable parts are in zip-lock bags (use large and XXL bags if necessary).
 - Fasten tags to bags securely with clear packing/shipping tape
 - Toys with multiple parts have only 1 main tag but the other parts have a hand-written note with consignor number and item number. (List how many parts by using 1 of 3, 2 of 3, 3 of 3, etc.)
 - You have double checked that all parts are included in toys, puzzles, board games, etc.
 - Puzzles and game boxes are **NOT** taped shut. Use rubber bands to secure lid.
 - Electronic and DVDs are rated **TEEN, PG13, PG, G, or E** (NO Mature or R rated material) and appropriate material for a sale at a church.
 - All battery operated toys have working batteries.
 - All toys are kid or teen friendly and items actually used by kids or teens.
 - Toys, costumes, coats, boots, and equipment are clean and free of pet hair and odor.
 - Look over tags and make sure all areas are filled out correctly (Only use sizes on costumes, coats, and boots. Only winter coats for playing in the snow are accepted at the toy sale, not decorative or dress coats.)
 - All items are entered by 11PM on November 4th.
 - Only items clearly marked with **DONATE** will be donated at the end of the sale. If you show up for drop off and decide you want everything donated in the end but didn't mark the tags, we will give you a stamp to mark all tags before you drop off.
 - You are **NOT** selling any of the below items:
 - *Clothing (except youth winter snow coats
 - *VHS movies
 - *Music CDs
 - *Shoes other than sport shoes and **SNOW** boots
 - *Room Decorations
 - *Baby equipment
 - *Stuffed animals
 - *Collectibles
- See the acceptable category list on the website and the dropdown menu when entering items.

I agree that I have completed this checklist and that **Lil' Lambs Closet is not responsible for lost or stolen items.** This checklist will be returned to me if any items are found to be prepared incorrectly so I can make the necessary adjustments and improvements before the next sale.

Name (Print) _____ Seller number _____

Signature _____ Date _____