

## Seller Checklist

### **\*\*I WILL WEAR A MASK AT ALL TIMES WHILE AT THE CHURCH**

#### **Signing Up:**

- I have a drop off time. (If I have more than 200 items, I cannot sign up for the last time of the day.)
- I have at least one work shift.
- I will sign up for Remind for each sale and if having someone else pick up my items, I will have that person sign up to be notified.

#### **Preparing Items:**

- All items kid/teen friendly. Items actually used by kids or teens
- Items WASHED/CLEAN/FREE FROM ODORS and PET HAIR.
- All items in CURRENT CATEGORIES listed in drop down menu when entering/activating items.
- All items entered by 10PM the two weeks before sale.
- Tags printed on WHITE **cardstock**.
- All areas on tags filled out correctly-sizes ONLY for clothing/shoes.
- Clothing items secured to ONE hanger. Multiple pieces secured at the sides with safety pin.
- Hangers facing the correct direction (open to the left like a question mark).
- Tags hung on right FRONT of clothing piece.
- ONE** safety pin horizontally ACROSS the top of the tag. No tagging guns/straight pins.
- Tags on bags secured to FRONT with clear packing/shipping tape smoothly over the barcode.
- Shoes zip-tied or in bag that easily closes. Snip bottom corner of bag to let air release. **NO BOXES!**
- Books are only in bags if selling multiple ones together-tag indicates all titles in the bag.
- Recall Information Sheet** attached to each car seat, crib, and pack-n-play (on website).
- I am not selling any of the below items:
  - \*Bedding other than crib/pack-n-play sheets
  - \*Party Supplies
  - \*Pacifiers
  - \*Music CDs
  - \* Teacher Resource Books
  - \*Collectibles
  - \*Anything unrelated to kids and teens
  - \*Used/Worn Socks or Tights unless attached as part of an outfit
  - \*Adult clothing brands other than maternity

#### **Drop Off:**

- Complete Google Form at least one day BEFORE drop off.
- Hang clothing in correct spots while non-clothing items are being checked.
- I cannot decide at drop off to donate all items at the end of the sale. Only items with the word DONATE will be donated. Should I want to do this, and don't enter them as donate in the system, I will have to stamp each item with LLC's stamp before I can drop off items.
- Leave 1 basket/box (laundry size only) w/name & number for each 200 items brought. **NO LIDS!**
- If donating all items, DO NOT leave a container.

#### **Pick Up:**

- Pick up time depends on the amount of helpers working teardown.
- I will have up to 1 hour from the time the Remind text is sent to pick up my items.
- If I come before the text is sent, I will help with teardown.
- I agree that I have completed this checklist and that  
**Lil' Lambs Closet is not responsible for lost, damaged, or stolen items.**

Name (Print) \_\_\_\_\_ Seller number \_\_\_\_\_