

TOY SALE SELLER CHECKLIST

- 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).
 - Costumes are allowed but accessories for trick-or-treating are not.
 - Tags are hung on the right side of the costume or coat, if you are looking at the clothing article.
 - Tags on costumes and coats are hung from ONE safety pin horizontally ACROSS the top of the tag.
 - Only winter type boots with the proper category(SHOES) and size(shoes with size) on tag will be accepted. 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 are in zip-lock bags if they have multiple parts or are the size that could fit in a pocket or purse (use large and XXL bags if necessary for items with multiple parts). Large toys do not need to be in bags if tag can be securely attached.
 - 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/items are kid or teen friendly and items actually used by kids or teens. HOLIDAY DÉCOR IS NOT ACCEPTED.
 - NEW IN BOX items are only accepted if they show no damage and factory seal is still intact. Otherwise we will ask you to remove the item from the box. This is only for large items. Puzzles, games, etc will not be removed from a box.
 - 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 are accepted at the toy sale, not sweatshirts.
 - Remember that children shop this sale with their parents and LOVE to pick up items and set them down somewhere else. Making sure multiple parts and tags are secure helps your item sell.
 - I will contact administration@cotl-lillambscloset.com with any questions I have.
 - Only items clearly marked with the DONATION HAND 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 winter coats/snow pants)
 - *Shoes other than sport shoes and SNOW boots
 - *Baby equipment
 - *VHS movies
 - *Room Decorations
 - *Stuffed animals
 - *Music CDs
 - *Holiday Decorations
 - *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 _____