



PERIMETER SCHOOL  
A Covenant Christian Community

## Perimeter School Uniform Consignment Sale Seller Guidelines

Please read these instructions carefully. We need your cooperation so that everything can go as smoothly as possible. Thank you!

**Location:** Midtown Auditorium

### **Important Times:**

**Drop Off** - Thursday, August 10, 10:00 AM - 12:00 PM

**Volunteer/Seller Shop Time** - Friday, August 11, 9:30 - 10:00 AM

**All Shoppers Welcome** - Friday, August 11, 10:00 AM - 12:30 PM

**Pick Up Unsold Items** - Friday, August 11, 1:00 - 1:30 PM

To eliminate confusion, items should be tagged and ready for check-in before they are brought into the sale area. No tagging on the sale floor - if you need to finish up tagging, please do it elsewhere.

After you have completed checking in your items, please place them in the appropriate sale area/size.

### **Directions for Preparing Your Uniform Items:**

1. We will be accepting only uniform items that meet the 2023- 24 standardized dress code. Please be sure that all uniform items are clean and in good condition before bringing them to sell. **NON- PERIMETER SCHOOL items will not be accepted. NOTE: We will only accept skirts/skorts from Lands' End.**
2. We will also be accepting costumes associated with school Enrichment Days (includes costumes that can be worn at scheduled school events, such as Seder Day, Egypt, Shakespeare Day, History Day, etc. - but not to include other Halloween costumes).
3. We will also be accepting dresses that can be worn to the Father-Daughter Dance (fancier dresses, appropriately modest for this occasion - not to include everyday dresses).
4. We will be accepting shirts appropriate for the Middle School Hoedown.

### **Tagging Instructions:**

- Price each item before bringing it to the sale. You set your own prices. Prices must be in whole dollar increments. Remember, if you want an item to sell, keep your prices low. A general guideline is about 25% to 40% of the original or retail price.
- Pre-printed price tags can be found on the school's website or make your own.

- Use index cards or heavy cardstock (not copy paper).
- Use safety pins (no straight pins).
- Pants, skorts, and skirts should be pinned to the top of the hanger at the waist using safety pins.
- Dressy Enrichment shoes: must be in a zip lock bag with price tag safety pinned or taped to bag. Excellent condition, please.
- Place card on upper right shoulder (as you look at it) with the hanger facing left (like a question mark).
- Each tag will need to include your consignor code (3 letter initials plus your birth month, Ex. **KCT4**), brief description, size, and price.
- Tags for items you wish to pick up must be marked on the tag. Items not marked for pickup will be donated to Perimeter School at the end of the pickup period after the sale (1:30 PM).

### **Directions for Drop Off:**

1. All items will be checked in during drop off. Be prepared to wait while your items are being checked and to place them in the appropriate location (rack/table by size) after they are checked in.
2. If you cannot drop your items off during these times, have someone else drop them off for you.
3. Print and fill out the inventory sheet (available on the school's website) and bring it with you to check-in. EVERYONE must fill out an inventory sheet unless you are donating and not selling.

### **Directions for Pickup:**

1. All unsold items marked for pick up will be ready to pick up on Friday, August 11 from 1:00 – 1:30PM and must be picked up between that time or they will be donated. Items not picked up by 1:30 PM will have the tags removed and be processed for donation. Items not marked for pickup will have the tags removed and be processed for donation at the end of the sale.
2. If you cannot pick up your unsold items at the pickup time, arrange for someone else to pick them up for you. You may choose to donate unsold items. Unclaimed uniforms will automatically be donated to Perimeter School.
3. As a consignor, you will receive 70% of the proceeds of your sale. **Perimeter School will retain 30% of the sale proceeds to support our fundraising goal for our school.**
4. Your proceeds check will be mailed within two weeks to the address designated on your inventory sheet that you will turn in during the drop-off period.

**WE NEED VOLUNTEERS TO MAKE THIS A SUCCESS!**

E-mail Leigh Waller [littlelady66@hotmail.com](mailto:littlelady66@hotmail.com). All volunteers and sellers get to shop before the opening!