

BOUTIQUE INFORMATION

- The guild boutique sale is open to all guild members whose membership was paid by September 2018.
- The boutique is looking for a wide variety of good quality items made from fabric. For example, no knit or crochet items.
- Each member is invited to bring up to 100 items.
- Items having identifying business labels, business cards, etc., will be pulled from the sale.
- Members putting items into the boutique are required to volunteer a shift a day in the boutique. Sign up sheets are available.
- Volunteers are asked to put cell phones on vibrate for the duration of your shift.
- Each member decides their own prices. 10% will be added by the guild to cover boutique expenses so take that into consideration when pricing.
- Member's name and guild number must be on all totes and lids.
- Props...bring whatever special props you want with your items. If you have large prop, let us know before set up day.
- Members with fewer items can expect all items will be put out to start. Members with a larger number of items will not have all items put out to start. Boutique items will be replenished throughout the day by committee members.
- Items are to be checked into the boutique on set up day (Thursday) between 8 and 10.
- We will help with labelling corrections, but do not have time to do corrections for you.
- Treasurer will issue cheques for sold items as soon as the quilt show accounts are completed.
- A boutique committee member will be available to answer questions at all guild meetings.
- Looking forward to seeing your creations and to having a great sale.

The Boutique Committee 2019

Contact: Kathy Calder 250-390-4984 kadirica@shaw.ca

Audrey Lloyd 250-591-2430 sv_primavera@hotmail.com

Inventory Master Sheet

The inventory sheet lists all items you have for sale. Items are crossed off by the boutique when sold.

- make extra copies if you are selling more than 20 items
- your sales code is your initials followed by guild membership number
- describe item...eg. Baby quilt, 44x50, blue
- add your price
- leave last column blank
- copy your completed inventory sheet for your records...the guild keeps the original.

Price Tag Master Sheet

Each item must have a price tag attached. The price tags are separated when item is sold...one piece stays with item and the other stays with the guild for inventory control and record keeping.

- copy price tag master sheet onto cover stock sheets (2 sheets provided)
- each price tag sheet makes 10 price tags
- cut along outside solid lines
- divide the tags by cutting down centre solid line
- perforate tags (sewing machine needle no thread) along the vertical solid line
- cut into 10 price tags
- fill out price tags to correspond with inventory sheet items.
- pin price tag to item

Thursday, Set up day

- Bring items to boutique between 8 and 10.
- Members items will be checked in on a first come, first served basis by the next available committee member.
- The boutique is not responsible for items left without being checked in.
- We will help with corrections, but do not have time to do corrections for you.
- Items will be held until boutique set up is complete and will then be put out.

Sunday, Take down day

- Boutique committee members will sort all unsold items by member name/number. At this time, only boutique committee members in the boutique.
- Members may collect their unsold items on a first come, first served basis between 11 and 2:30. If we are ready sooner, members may claim their items earlier.
- Together a boutique member and the guild member will check sold and unsold items against the inventory sheet to be sure all items are accounted for.
- Check out can be a slow process, so your patience is appreciated.