



1. Register online on our website at www.thetotheteenthewardrobe.com PREREGISTER by April 2nd and pay only \$6.00 advertising costs. After April 2nd, pay \$10.00 advertising costs.
2. Mark your calendar with the date and time of drop-off, pre-sales, and pickup times. Schedule a sitter.
3. Begin collecting your sale items. Clean, press, hang, and tag them. Make sure toys and battery operated equipment are in working order. Information about proper tagging and preparation procedures found on The Tot, the Teen, and the Wardrobe website at thetotheteenthewardrobe.com. All of your items must be entered into our system/website by the time we lock our sale. Information will be forwarded to you in an email about entering items deadline.
4. Pass out flyers to help advertise the sale. Flyers available on website at thetotheteenthewardrobe.com for print out.
5. Sort clothes by size and gender. Count your number of total items. Make any changes (edits or deletions) to the website tagging system before the sale is locked, a deadline we will give you in an email. Be aware that you cannot change an item's price or whether the item will be discounted after the sale is locked. Even if you mark it with a pen, our computer system only reads what is on the barcode...so whatever you enter into the system is the way your tags must stay.
6. Drop off items at your assigned time on Thursday, April 15th from 6-10 p.m., Friday April 16th from 7a.m.- 12:00 p.m. Have items sorted, counted, inspected, and placed on floor. Remember that items that are not in EXCELLENT condition will not be accepted. Fill out envelope to have your check mailed to you. Pick up ticket for pre-sales for being a consignor. If you volunteer, pick up your volunteer presale ticket. Sign disclaimer for legal purposes.
7. Shop the pre-sale on Friday, April 16th at 7:00 p.m. or earlier if you volunteer. Attend the consignor presale with a guest. You are encouraged to leave kids at home, so you have a real chance to shop. Volunteer presales are for volunteers only, but volunteers can give their consignor tickets to guests.
8. Shop half-off presales at 11 a.m. Sunday, April 18th or earlier if you volunteer.
9. Pick up unsold items or mark them for donation on Sunday, April 18th from 4-6 p.m.. Any items left after 6 p.m. will be donated to charity.