Sales Table Managers for ADMIT WEEKEND

NOTE:
This job is brand new for 2015-2016. For questions talk to ‘Ramona Marie Variella or Erin Pashelinsky. They have both done it, Ramona more recently.

Overview
This sale occurs over three days. The first day at McCaw Hall is fast paced and lasts about six hours. It ends when students return to pick up their gear. The second day is in front of Tressidor. Parents have questions and want to talk. Sales are slow. The third day sales pickup and there is a lot of talking. Review last year’s report to decide where you want to store merchandise overnight. We have stored in cars and in rooms on the second floor of Tressidor.

Guidelines and Tips
You will not need to bring all the merchandise we have to this event. We are selling to only one class and only a portion of that class
The weekend runs Thursday, Friday, and Saturday. On Wednesday You can set up your tables in McCaw Hall and the room will be locked overnight.

Set up tables with mugs in the middle on boxes placed under table cloth, sparkly items in front of mugs, mannequin at one end of table and vase of flowers at the other end.
Use taupe table cloth on center of tables under mugs on top of tablecloth Stanford provides. This is to provide a contrasting color area for items that are the same color as Stanford’s table cloths (which will be either black or red). Mug and jewelry centerpiece draws customers to tables. Customers will mess up display throughout the day. Keep it tidy.

When on White Plaza, station cashier in center of tables behind mugs. People will congregate there and attract other people.

Event managers will arrange your tables and table cloths and golf carts to help transport items from Alumni Center to Tressidor. Let them know how many cars and volunteers you want to bring merchandise to campus and set up based on last year’s report, and how many sales people for Thursday, Friday, and Saturday. Ask for gold carts to help move merchandise from White Plaza to Tressidor parking lot at end of weekend.

Make five price sheets in consultations with buyer. For 2016 it is Linda Kha La

Buy a case of water for your volunteers for outdoor sales. It can be hot.

RUNNING THE SALES.
Plan to stay the whole day or have a partner who can spell you. As your sales volunteers arrive, thank them, show them what we are selling, particularly new items, where price list are, how the inventory is setup. Get two people to take charge of “Square”, our credit card charging device. You will have the passwords and login information. Assign a cashier. Cash Box should never be unattended. You are responsible for it.
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Timeline

**Early April**
- Confer with event chairs and
  confirm your tables (4) for White Plaza (3) for Tressidor, (4) for McCaw Hall
  confirm 2 or 3 canopies for White Plaza
  numbers of volunteers for
  transport help on Wednesday setup day
  set up help on Wednesday
  sales crews at McCaw Hall on Thursday
  transport help on Thursday to Tressidor
  sales crew at Tressidor on Friday
  White Plaza sales teams on Saturday
  transport help on Saturday
  golf carts on Saturday at closing

- Confer with buyer re;
- new merchandise,
- and selling prices
- Talk to previous years managers to get
- location of “Squares”
- password and login information
- Talk to Store Keeper about bags, bubble wrap for mugs, name tags, pens etc in supply box.
- Talk to treasurer about who will bring and later retrieve cash boxes and when
- Buy a case of water bottles for sales teams. NSO weather can be hot.

**On Wednesday before ADMIT Begins.**
Work with your setup and transport volunteers to bring merchandise into McCaw Hall, setup your display tables and stock. *Note: the space your are assigned around your table is very limited. Put your boxes of mugs, and T-shirts in the kitchen.* On sale day assign a “runner” to get stuff from kitchen. Your tables (3-4) should be set-up in an ‘L’ *(RAMONA PLEASE CONFIRM THIS).* Parents and students are split into two lines as they enter. Parents will flow along your tables on the side closest to the windows and garden and exit to the garden. Students will deposit their sleeping bags on the floor behind you and they will not be shopping. Position your cashier spot on the table closest to the kitchen.

**On Thursday**
Arrive at McCaw Hall on e hour before crowds due. Check that your merchandise and tables are all where they were the night before! Move if necessary. Identify facilities person for the day and introduce yourself.
Run Sales tables as described in guidelines. Closing time = time students retrieve gear.
Move merchandise to chosen spot for overnight storage.
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**On Friday**

Arrive at tressidor about two hours before you want to be ready to sell. Determine that by looking at weekend schedule for parents. Sometimes they have a brunch. Move merchandise from wherever it is to Tressidor; and set-up You will have company. The information/chat table is next to you. Run sales tables as above.

**Saturday**

Arrive at white Plaza about two hours before you want to be ready to sell. Expect that your canopies and tables may not be set up. Don't worry. It will happen. Everything is slower on Saturday. Run Sales Tables as above. At closing have two people count cash boxes and turn over to designated person. Make an inventory of stock with last sales crew. Pack up. Call for golf carts and return merchandise to Store Keeper’s house.