

## *Step-by-Step Guide to Hosting a* **CRS Fair Trade Consignment Sale**

Thank you for hosting a Sale! Please contact us if you have questions at **1.800.685.7572** or **info@serrv.org**.



1. **Who** do you want to invite?
  - > Identify who you want to invite and consider partnering with another church or group. Be sure to recruit volunteers to help you!
2. **When** is a good time for your Sale and when do you submit your paperwork?
  - > Choose a Sale date and ideal location where it will generate the most traffic.
  - > Send Customer Service your Account Information form and Sales Agreement form.
  - > Place your order 4-5 weeks prior to your Sale date. Don't forget to add Promotional Materials!
3. **What** do you want to sell?
  - > Guesstimate the number of people you expect to come. For example, if 200 adults come, perhaps 100 will make an average purchase of \$15. This suggests ordering \$1,500 worth of items.
  - > Order at least \$300 worth of products (catalog price) for free shipping and consignment discount. No payment is required at the time you place your order if you have a sponsoring organization!
4. How will you **promote your Sale**?
  - > Spread the word! Consider press releases, public service announcements, Facebook, Twitter and Evites.
  - > Use the Promotional Kit which will be enclosed with your order.
5. How do you want to **set up your Sale**?
  - > You should receive your order 1-2 weeks before your Sale.
  - > Unpack your boxes, keeping all the packing materials. You can use these to wrap purchases and return any unsold items after your Sale.
  - > Check off items on your enclosed invoice to ensure the order was complete. Please do not write on price tags or individual item boxes! Keep the invoice to check off items as they sell.
  - > Missing, extra, or damaged items? Send Customer Service the Adjustment Form.
6. How do you **accept payment**?
  - > Cash or checks made payable to you or your organization. For information on using Square Up to accept credit cards, please visit **serrv.org/HostASale**.
7. Submit payment and send back any returns!
  - > Fill out the Consignment Returns Worksheet in your Returns Packet.
  - > Calculate your payment due to SERRV and submit one check in the envelope provided.
  - > Send your payment and returns separately to us within 10 days after your Sale date.

**Now CELEBRATE! You've helped artisans and farmers  
around the world live and work with dignity.**