

CONSIGNOR CHECKLIST



TAGS

- ☐ My tags are printed on white cardstock.
- ☐ My tags are printed in black ink on the normal (NOT DRAFT) print setting.
- ☐ All tags that read Donate: YES, are designated with the bold/uppercase **D**.

CLOTHING & SHOES

- ☐ I have only seasonal appropriate items when applicable.
- ☐ Hangers/bag with multiple pieces of clothing must contain items of the EXACT SAME SIZE.
- ☐ My items are washed, clean and without stains, holes, missing buttons/snaps, or broken zippers.
- ☐ All clothes are securely hung and pinned to the hangers, so they do not easily slip off.
- ☐ Pants are pinned to the TOP of the hanger by the waistband and NOT folded over the hanger.
- ☐ Multi-piece outfits are pinned together on ONE hanger, or hangers are secured together.
- ☐ My hangers are all in the shape of a "?" when the front of the clothing is facing me.
- ☐ Tags on the clothes are pinned in the neckline/underarm seam on the right front of the piece as it is facing me.
- ☐ Small, like items (i.e. socks, grab bag items) are bundled together in baggies with the tag securely attached.
- ☐ Shoes are washed and mud/dirt free - zip-tied or secured together with the tag attached to the top of the shoe.

EQUIPMENT & TOYS

- ☐ I have checked to make sure that none of my items are on the recall list.
- ☐ Assembly instructions are included with my large items.
- ☐ My car seat still has at least one year until expiration (manufacturer label must be legible).
- ☐ If I am consigning a car seat I have printed off and attached the "Car Seat Checklist" form.
- ☐ Battery-operated equipment and toys have working batteries in them.
- ☐ Loose items are secured in baggies and attached to toys and games.
- ☐ Large toys, including playhouses and ride-on, are scrubbed clean.

OTHER ITEMS

- ☐ DVDs and CDs are in their original cases and are free of scratches.
- ☐ Puzzles/ games are complete (without missing pieces) and the boxes are taped closed using painters tape in order not to destroy the box if inspected
- ☐ Any items requiring a light bulb must have a working bulb in them.

INVENTORY DROP-OFF & PICK-UP

- ☐ I have scheduled a drop-off appointment.
- ☐ I have made a note of my volunteer dates and times I selected, if applicable.
- ☐ I know which multi-layered & padded items will need to be dropped off at the Disinfecting Spray Station.
- ☐ I have made a note of my pre-sale shopping time.
- ☐ I have made a note of the pick-up date and time on my calendar if applicable (please be prompt).