

## **BOUTIQUE POLICY AND PROCEDURE**

The Boutique is the Guild store which is set up during the biennial quilt show. All items for sale are donated or put on consignment by our Guild members.

There are five Boutique Co-Chair positions.

1. Supervisor of Co-Chairs
2. Consignment Co-Chair
3. Set Up and Take Down Co-Chair
4. Workshop Co-Chair
5. Scrap Bag Co-Chair

The Co-Chair positions are for a two-year period. Each Co-Chair has specific duties which can be found in the Policy and Procedure Binder.

### **1. SUPERVISOR of CO-CHAIRS:**

1. Oversee the Co-Chairs.
2. Responsible for organizing the Boutique during quilt show week.
3. Follow and update the Boutique Policy and Procedures.
4. Document Boutique related expenditures.
5. Recruit members to work in the Boutique.
6. Prepare and turn in a Final Report.

### **2. SET UP and TAKE DOWN CO-CHAIR:**

#### **Set Up:**

1. Pick up pink table covers before. Wash/iron if needed.
2. Supervise the pick up and return of all Boutique inventory at the storage unit during quilt week.
3. Arrange inventory according to the floor plan.
4. Take pictures of the room set-up.

#### **Take Down:**

1. Instruct workers on how to clear and pack items in a timely manner.
2. Stack and organize the inventory to be returned to storage.
3. Update Inventory list if necessary.

### **3. CONSIGNMENT CO-CHAIR:**

The Guild will get 20% from consignment items sold during the quilt show. There is no limit to the amount of items a consignee can put on consignment.

1. Prepare the Consignment Packet for consignees.
2. Collect consignment items on Monday of quilt show week.
3. Reconcile consignees remaining items when the show has ended.

**4. WORKSHOP CO-CHAIR:**

1. Responsible for organizing and scheduling workshops and take-home projects.
2. Collect, tag and store all donated items.
3. Compile a list of leftover donated items to include item name, price and quantity remaining.

**5. SCRAP BAGS CO-CHAIR:**

1. List scrap bag requirements in the monthly Newsletter.
2. Collect, iron, bag and store scrap bags.
3. During quilt show week, make arrangements to take scrap bag boxes to Aquatic Center and remove empty boxes when show ends.

The Boutique cashiers are supervised and trained by the Point of Sale (POS) Chair.