

CD/DVD/Book Sales Instructions

▶▶▶ Carefully Read and Follow These Instructions ◀◀◀

When Musicians/Lecturers Drop Off CDs/DVDs/Books:

- The person can't leave the table until you've counted the CDs/DVDs/Books, written the person's/group's name and CD/DVD/Book names, number of each item, and price on the sheet. Musician must initial the **Checkin Initial** box to verify that the numbers are correct.
- Make a sign with the folded card stock for each item stating its price.
- **Only put one** of each item on the table for people to view. Put the rest behind the table. When someone purchases an item, take it out of the stash behind the table, not the one from the table. This will reduce the chance of items being stolen.

Sales:

- **A receipt must be written** for each person's purchase. Write the item name, quantity and total price buy using the calculator and double check the total.
- Give **the copy** of the receipt to the buyer and leave the original in the receipt book.
- If the customer wants to pay by check, have them make it out to the **Eugene Irish Cultural Festival**, check their photo ID (their picture, name and address) and **make sure there is a current telephone number on the check.**
- If cash is given to you, count the amount given. **Put the cash next to the box, not in.**
- Carefully do the math to determine the change to return to the buyer. **As is done in stores, when giving them their change, count from their total to the amount they gave you.** When you have given them their item(s) and change, put their cash in the box.
- After each sale, **on the checkin sheet, find the items sold, add the total sold to the current total on the sheet by erasing the current total and entering the new total using a pencil.**
- A steering committee member will visit the table on a regular basis to collect money. S/he will have an envelope in which the money will be stored and the total amount will be recorded. Both you and the steering committee member need to verify the recorded amount on the envelope with initials. If you are lacking \$1, \$5 and \$10 bills, request that this person provide some for you.

When a Person Comes to Pickup Their CDs/DVDs/Books:

- Count the number of items that have not been sold (include the item on the table), subtract that number from the total entered on the checkin sheet and see if it matches the total number sold on the checkin sheet. If it doesn't match, go through the receipts and see if the number sold matches what is on the sheet. If it doesn't, correct the sheet. Once you have the correct amount on the sheet, have the person initial the **Checkout Initial** box on the sheet for each item.
- On a receipt, do the math for each item sold to figure out how much the musician should be reimbursed and record it on the check-in check-out sheet. Total all the sales amounts.
- Find Peggy Hinsman or Lynn Buckman so the person can get reimbursed. If you have a cell phone and can't find either, call Peggy at 541-285-5345.
- Once the person is paid s/he can take their items.

When You're Finished With Your Shift:

- Give these instructions to the next volunteer, have her/him read them and share the wisdom you have gained in selling items with the next volunteer.
- Return your volunteer badge to the Volunteer Check-in table.

Thank you for volunteering!

