

Here is the to-do list we used this year for the library book sale. The list properly starts six months in advance with collecting donations and sorting the books on the storage area shelves as they arrive. -- Katy

To Do for Book Sale

=====

Bring change box & starter change (Katy)
Make small sale posters (Jessica)
Make book category labels (Jessica)
Make big sale banner (Katy)
Get new church banner (Sally C. picks it up tomorrow)
Get bookmarks from Susan/office (Katy sent her email)
Need: rope (for church banner), ladder, wide tape (for signs),
& marking pens

Saturday morning

...Put up posters on poles around the block
...Put up sale banner and church banner
...Set up big tables
...Tape book category signs to front of tables
...Set up card table & 3 chairs for cashier in breezeway
...Bring out books
...Sort books onto tables in categories
...Sell books (one bookmark each)

Saturday night

...Put tables and books in corridor outside library for night
...Count money - deposit cash and leave a check in change box with
.....starter change for Sunday - put in library cabinet

Sunday morning

...Set up big tables
...Set up card table & 3 chairs for cashier in breezeway
...Bring out books
...Sell books (one bookmark each)
...\$5/bag sale after 4 p.m. Sunday

Sunday night

...Box remaining books (Katy & John to take to Bookbuyers)
...Put away tables in parish hall
...Count money - deposit cash and leave tally and checks in office
...Take down church banner?