

# Kool Kids Consignor's Checklist

This printable checklist will help you get organized!

[Register](#) to be a Consignor

- Register each sale
- Print and Sign [Consignor Contract](#)

Gather all items that you wish to consign

- Clean out your closets, cars, toys, books, and even your Grandparent's house!
- View [Accepted Items](#) and [Recalled Items](#) to help you decide what you can sell

[Prepare Your Items](#)

- Clean your items
- Categorize your items
- Group Clothing by gender and size

Price and Tag Items

- Refer to [Pricing Guide](#)
- Refer to [Tagging Guide](#)

Register to [Volunteer](#)

- Refer to [Volunteer Info](#) for more information about how to shop early!

Drop Off Your Items

- Congrats! The hard part is over. Time to Drop-off you items!!!
- Deliver your items to the Ruston Civic Center (north side door) during [Drop-Off Times](#). (scroll down Home Page of website for times)
- Refer to [Drop-Off & Check in Process](#)

- Take a signed [Consignor Contract](#) to Drop Off

Help us sell your items! Advertise!

- Word of mouth is our best advertisement
- Hand out your Guest passes!
- [Print out flyers](#) and leave them in lounges, waiting rooms, etc.
- Like us on [Facebook](#) and follow us on [Instagram](#).
- Share [Facebook](#) posts, forward e-mails, and tag us on [Instagram](#).

Shop til you Drop!

- Remember Volunteers get to shop early
- Refer to [Shopping Hours](#)

Pick up your Unsold Items

- Refer to [Pick Up Times](#)
- Check will be mailed the following week

Celebrate all the cleaned out closets, super deals, and money earned!