

KPG Sales Logistics Team

Task List

- **Inventory** - Do inventory of bags, wrapping paper, eleven machine paper, cash register paper, etc. Order what ever is required for the next sale.

See inventory page.

- Uline has been used to order paper and bags in the past. There is no account set up to use on an ongoing basis, this will be up to the logistics committee and the Treasure.
- **Table Rentals and Set up** - Confirm how many tables and sizes will be available with the room rental, (rentals@tettcentre.org).
- Confirm with the sale coordinator how many tables and sizes will need to be rented.
- Arrange for table rentals and delivery with:

A Party Centre
699 Gardiners Rd, Kingston
ON, K7M 3Y4
(613) 384-9898.

- Confirm tables are wood and that they are not too banged up.
- Include treasurer name at time of booking. Treasurer will make payment.
- A member of the team will have to be there to accept the tables when they are delivered and when they are picked up.
- **Room Setup** - Set up room based on the floor plan provided by the Sales Co-ordinator
- Set up cash tables including bags, paper, baskets, table clothes and anything else required for the sale.
- **Street Sale Signs** - Put out the Sale signs on the street at the beginning of each day and take them in each night.
- **Directions** - Put up the Signage for customers to find their way to the sale location, depending on where the sale is located.
- **Clean-up** - Oversee clean-up of sales room, table removal, baskets, cash registers, paper etc.

- **Closing Inventory** - Do inventory of any items that need to be replace or replenished for the next sale.