

## **Bazaar Lead**

### **Description**

The Bazaar Lead is responsible for managing the Bazaar – setting it up, selling items, collecting money and tracking sales. This is basically a service to our members and includes Show Quilts that are offered for sale.

### **Timeframe**

From Quilt Show Kickoff Meeting through Post Show Review Meeting.

### **Primary Responsibilities**

#### **Before the Show**

- Engage members for your committee.
- In conjunction with the Quilt Show committee set guidelines: size, number, etc.
- Promote the Bazaar to the membership.
- Update registration form to reflect current guidelines and set deadlines.
- Create a process for members to drop off and later reclaim their unsold quilts.
- Inform Staffing Lead of staffing needs for sales and to control inventory loss.
- Create a suggested layout for the area including tables and hanging rods and provide to Layout Lead.
- Work with Registration to create a list of the Show Quilts that are for sale.
- Place price tags on the quilts for sale. Member owner determines the price.
- Design a sheet to be used at check out to record Maker, Price, etc.
- Create a process to return unsold items to members.

#### **During the Show**

- Responsible for collecting money for all Bazaar and Quilt Show sales during the show
- Ensure that cash control policies are followed and monitor the security of the cash and quilts.
- Ensures that a sign stating that sales tax is **not** Included is posted at the Bazaar checkout.

#### **After the Show**

- Attend Post Show Review Meeting.
- Document what worked, as well as opportunities for improvements.
- Submit itemized Bazaar income report to Quilt Show Treasurer at final show meeting.
- Submit any final financial reimbursement requests for the Bazaar to the Quilt Show Treasurer for payment.

### **Supplies Needed:**

- Cash box and square from Treasurer
- Sheets for recording Sales made and price.
- Hangers
- Signage:
  - Bazaar

- Bazaar checkout
- Sales tax is not included in price
- We accept Cash, checks, charge cards and Zelle