

# Boutique Coordinators

This is a two- or three-person job.

## **Responsible for:**

- Providing Boutique Guidelines write-up for newsletter and website.
- Soliciting items from members.
- Setting up system for tagging items.
- Overseeing worker schedule provided by Show Chairs and arranging coverage for any unassigned times.
- Working with Set-Up Coordinator for Boutique set up.
- Transferring monies and receipts to Treasurer.
- Providing Treasurer with consignor sales information so she may cut checks to consignors.
- Providing summary of work done, lessons learned, etc. to Show Chairs to pass on for the next show.

## **It is helpful to bring to the Show:**

- Small baskets, etc. for displaying items
- Bags for customer purchases
- A pen/pencil for marking tags in the event that someone does not pre-mark their items
- A calculator for adding larger sales
- Boxes or large paper bags marked with each consignor number so that the items could be easily cleared from the table at the end of the show and returned to each consignor.

## **See separate file:**

- Sample Boutique Guidelines