Sales Tables Manager

This job is new for 2017-2018. It combines managing sales table for all three on campus events. Experience has show we loose the expertise sales managers get at each event if we appoint a different volunteer to manage sales tables at each event.

For each event, NSO, Family Weekend, Admit Weekend, meet with the chair(s) of the event well in advance of the event. Let them know the number of tables (with table clothes) you will want, their placement, time of set-up, canopies required, golf carts needed and times, merchandize overflow storage space desired and ask about their events scheduled and times.

For each event meet with VP volunteers and work with her on what shifts you would like and numbers of volunteers at each shift.

For each event talk to Financial Secretary about cash boxes, when will they be delivered, when she wants to count the cash, and when she wants to pick up the boxes.

For each event pick a partner from the sales volunteers to support and work with you. Make arrangements to teach sales volunteers how to use the ‘square’, pick up merchandize from storage area, to return merchandize to storage area and set up tables.

Each sale has a slightly different schedule, location, and table setup. This information is detailed in the red leather book labelled “sales table manager”.

During the actual sales, volunteers will ask you questions about pricing, merchandize availability, payments and other things that have nothing to do with sales. Know answers for sales and where to direct them for answers to other questions. Keep your tables tidy and attractive. Customers will move items around. Don’t forget to take breaks and spell your partner.

Make notes at the end of the event about what worked, what you changed, and what you want to do differently next time. Send thank you notes to all your volunteers. Give buyer feedback on what sold well and what bombed.

Remember you are the leader. Your style will be respected and make the day fun for everyone.