

## Consignor Check-List - Review prior to drop off

- Be sure you are bringing your best only and all items are in great condition (in working order, with no tears, stains, missing pieces, and have working batteries, etc.)
- Items are clearly tagged and tags are attached properly
- Items are grouped according to gender then by size. **IMPORTANT...** since consignors will put items in proper place after check in, this will ensure quick check in and item placement.
- Read, sign and print *Consignor Agreement* **before** check-in
- Bring to Check-In:
  - Printed Inventory List
  - Signed *Consignor Agreement*
  - All of your tagged and prepped items!!!!