

## JBF St. Charles County Valet Tagging Guide - Spring 2025

Thank you so much for valet tagging!

If you have any questions or if any issues arise, please contact:

Valet Coordinator: Angela Ohmie     314-699-4855     angelaohmiejbf@gmail.com

Owners: Kylee Panus & Amber Egan     805.944.0172     saintcharles@jbfsale.com

### Schedule: Spring 2025:

Nov 30: Valet tagger agreement due

Dec 1: Registration opens

Dec 2: 7:15pm Valet tagger meeting

Jan 4: Drop offs begin

\*\*\*Contact the seller within 1 week of receiving the pairing email\*\*\*

\*\*\*Seller's first drop off is within 3 weeks of receiving the pairing email\*\*\*

(Dec sign ups have until Jan 28th to drop off their first load.)

February: Clear the Clutter Challenge for Valets

Mar 30: Last day for sellers to drop off

April 18: All tagging is completed; All items in storage unit (if using our unit)

April 21: Optional Early drop off 6pm-8pm

April 22: Drop off and putting items out on the floor 9am-8pm

April 23: Team Member(that's you! 2:30pm) & Consignor presale (6:30pm)

April 26: Half price presale

April 27: Pick up unsold Items 7:30pm-8:30pm

### Want to earn more?

-Refer a friend for the referral bonus. You can even tag for them (if you want to)!

-Sign up to be a team member at the sale.

You'll get paid hourly or receive a bonus on your check depending on what kind of shift you work.

### Contact valet seller within 1 week:

- Confirm if they are donating or picking up unsold items.
- Schedule a drop off or meeting place/time within 3 weeks of receiving the pairing email.
  - Hi (seller's name)! This is (your name), your JBF valet tagger. I am excited to work with you! I live near (area or intersection near your house). When would you like to schedule your first drop off?
  - For repeat valets, please mention that there are some changes for this sale, especially item limits. You can refer them to the pairing email I sent for more details (they typically don't read it carefully).
  - At some point during the conversation I ask them to let me know if they have any questions.

### Drop off within 3 weeks:

- Items should come to you already washed, no stains or rips, all pieces included, and working batteries.
  - A reminder about this is helpful, especially for first time valets.
  - If you notice a lot of stained/dirty items, especially at drop off, it's ok to ask them to bring the items back after they are properly cleaned.
  - Note: Seller will be charged a fee if there are more than 10 unsellable items. This is in the tagging agreement they signed.
- Seller should provide hangers when they drop off their items unless you offer reimbursement as an option. (Get hangers from us or keep track of receipts and send them to Angela).
- Confirm pricing on the 5 items the seller can choose (this is optional for the seller). These can remain full price if the seller desires. If the price seems way too high you can discuss it with them. Ultimately it is their choice.
- Make sure seller completes a waiver for all car seats and cribs (these can be found at [saintcharles.jbfsale.com](http://saintcharles.jbfsale.com))
- If the seller brought items in bins/bags they want back or if they are picking up unsold items, let them know that they need to pick these up at the RecPlex during sale hours or at pickup April 27th from 7:30-8:30pm.
- First time valet sellers often need more guidance and patience, but with a little training they are often really good repeat sellers.

### Tagging:

- Do one consignor's items at a time.
- Login information for their account will be on your spreadsheet.
- \*\*\*Take note of the number of items on their account before you start.\*\*\*
- Do not delete any existing tags in their account.
- Confirm their account defaults to their choice of donate or pickup. (In my settings on the top right of the tagging screen.)
- Set half price as the default under settings. All items will go to half price except for the 5 (if they chose to keep them full price).
- Using good lighting, check the front and back of all items for stains, rips, too worn, are items current, and recalls. Be Picky
- Pay attention to new item limits (and make note of them in the spreadsheet)
- Lay out clothes according to size and make bundles as possible. Try to bundle like items together (sets of a few pants or a few onesies of a similar fit/brand) and make sure any outfits are the same brand.
- Any items missing any pieces/parts are unsellable. Sellers should check this, but if anything is obviously missing pull it.
- Make item description specific so we can find them in the computer if the tag falls off. Include the brand, words on the front, the color or pattern (stripes, dots), # of pieces included, etc.
- Price items around 25%-35% of the retail price. The lower the better! Consider what you would pay for the item if you needed it.
- Contact the seller if you have any questions about an item.
- As you tag keep track of these numbers to put in the spreadsheet (and send Angela the appropriate receipts for reimbursement):
  - Will they donate or pick up unsellable items?
  - Total number of items you tagged (enter the ending number and the spreadsheet should calculate this for you.)
  - # of hangers that were not provided by the seller
  - # and type of batteries you provided
  - # of Unsellable items (\*\*\*send a picture of these to Angela\*\*\*)
  - How many bins, lids, and bags will the seller pick up at the sale?
  - Make note of items brought that have limits in case of a 2nd drop off.

- Once tagging is complete, send the seller a message to let them know tagging is complete:
  - For example: "Hey there, I finished tagging all your items. Thanks so much for valet selling, can't wait to see all your things sell at the sale! Don't forget you (and two guests) get to shop early as a seller, April 23rd at 6:30pm! If you have any questions, feel free to reach out"

#### Storing items:

- Use flagging tape (from your tagging supplies) to tie the hangers of clothes of the same gender, size, and category together. Place them in bins alternating directions for each size.
  - Keep items tied off in separate categories: see category list
  - If there are only 1-2 hangers they don't need to be tied together.
- Store clothing in plastic bins with lids or Ikea type storage bags with zipper that can fully close. (If they are donating, they may not provide bins.)
- Label plastic bins and lids with the owner's name and consignor number. Packing or blue tape works well for this.
- Put your initials on a small colored piece of tape (that we gave to you) on every bag, bin, and lid that contain items you tagged.
- Store like items together to make putting them out easier (girls clothes, boys clothes, games/puzzles, toys, room décor, etc.)
- Once a consignor's items are tagged, they can be combined in bins with other consignor's items.
- If the consignor is picking up, put their unsellable items in a bag or tape them up in a bin and label them as unsellable.
- If you tag for 4 or more people and need storage help contact Angela.

#### Drop off day:

- You will transport, drop off, and put out all the items you tagged.
- Check in with Angela when you arrive for instructions.
- Taggers who use our storage unit will transport their items to the storage unit before drop off day. JBF will transport the items from the unit to the sale. Taggers who use the unit will help put valet items out for at least 3 hours as part of their valet position. You can opt out of this for a flat rate fee.
- Items will be placed in drop zones.
- Clothing will be hung on racks. See the clothing team lead for directions.
- Place the consignor's bins and lids in the designated area. These will be put out at pickup.
- Bring any bins, lids, and bags that belong to you home on drop off day.
- If you are unsure where to put items, please ask a team lead.

#### Last day of the sale:

- Any sellers picking up unsold items will do so at pick up time. You are not responsible for getting them back to the sellers.
- Send your sellers a message thanking them for working with you and reminding them of the pickup time if they are not donating, or if they have bins to pick up. (If you enjoyed working with them, you may want to send them a message when registration opens for the next sale.)

#### After the sale:

- You will receive a separate check for your valet tagging income in about two weeks after the end of the sale.
  - If this is more than \$600 in a calendar year you will receive a 1099.
- You will receive a separate check for reimbursements.
- Any team member hours will be on a separate check as well.