



Wedding Consignment

Tagging Tips & Guidelines

Supplies You Will Need:

- Safety pins
- Rubber bands
- Zip-top bags of various size (sandwich, quart, gallon)
- 3"x5" index cards {for additional description if needed}
- 60-67# card-stock paper (no dark colors – only pastel colors or white is acceptable; no multicolored or patterned paper)
- Hangers (wire, plastic, heavy-duty?)
- Cardboard boxes
- Bubble wrap or plastic wrap
- Packing paper, free of text/ink (preferred), example includes Duck brand packing paper
- Black magic markers
- Masking tape, for pricing & documenting your Seller ID and Item ID on the item for sale (3M brand blue painters tape works well)

You can find many of these supplies at Home Depot, Lowes and Wal-Mart.

General Preparation Guidelines:

Your wedding items should be well-constructed and well-made pieces that have been gently used. You will want to ensure that your items to be consigned are absolutely clean, free and devoid of: odors, stains, pet hair, cracks, chips, holes, tears, dirt, dust and mold.

You must prepare your items in advance, before dropping them off for the sale. We do not have the ability to prepare the items for you; [we will display your items just as we receive them.](#)

Categories at the Wedding Consignment Fair:

- Wedding Dresses, Bridesmaid Dresses, Accessories and all other wearable items
- Food & Drink Serving Supplies
- Delicate & Fragile Items
- Ceremony & Reception Decorations
- Craft Supplies & Reading Materials (complete and legible)
- Large/Bulky Items (items that need to be specially displayed and cannot sit on a table)
- Engagement Party, Bridal Shower & Bachelorette Party Items

Ceremony & Reception Decorations:

1. The Ceremony & Reception Decorations Category will be our largest section. We recommend that you layout your decoration items on your kitchen table to gauge how much space you will need.
2. Your décor items will be grouped together on a table so we can keep matching colors/themes together. It is highly recommended that you display some pictures of the setup from your wedding.

Pricing:

1. Research currently selling prices of similar items so your reselling price is appropriate
2. Price items higher if they are new with tags. But not so high they won't sell.
3. Be careful how you tag things with tape, you don't want someone to get home and ruin the item when they rip off the tape. (3M brand blue painters tape is usually gentle (available at Home Depot, Lowes, Wal-Mart, ...))
4. Group smaller and/or miscellaneous items together, for example a bag of scrapbooking supplies, photo booth props or crafting supplies.

Tagging Tips:

1. Don't procrastinate! Start early: Consignment sales have a way of sneaking up on you, so the sooner you gather, sort, wash & tag the better off you will be.
2. Have a system: Use a notebook to enter inventory leading up to the sale. When it comes time to enter the items into the consignment manager, you'll have a list already prepared!
3. Stay organized: Keep safety pins, zip-top bags, rubber bands, markers, and boxes on-hand.
4. DO iron, snap, and tie. Don't go crazy ironing everything, but a pass with the iron on certain items can make ALL the difference. That extra minute of styling goes a long way.
5. If you have items that you aren't sure how to package, be creative! Please email us if you need ideas.
6. Photos are really helpful in selling your items for potential buyers to see how you setup your centerpieces, aisle decorations or other wedding decorations. With your approval, we'd love to share your pictures on Facebook & Instagram!

Packaging Delicate & Fragile Items:

1. We require glassware, plates, vases and all other things that are delicate and fragile to be boxed. This is very important to protect your items.
2. We recommend that you package in groups of 6, 8, 10 or 12 (depending on how heavy the items are).
3. We ask that you wrap your fragile items in paper or bubble wrap.
4. Tape a tag on your box. Also write legibly on the box, in black magic marker, your Seller ID and the Item ID. Do not tape your box closed.
5. Finally, it is optional to have a photo of the items taped to the outside of the box.

Dresses:

1. A pre-owned wedding dress typically sells for about 60 to 70% off what it retailed for. The dress will depreciate by 10% for each passing year.
2. If your dress has had major alterations please note it on the tag or a piece of card-stock pinned to the dress
3. Hang your dress on a sturdy hanger (wood or coat hanger) in a garment bag

Shoes:

1. Shoes should be placed in a zip-top, gallon size storage bag.
2. Tape your pricing tag to the **inside**, top right corner of the bag, but try to avoid covering the shoes as much as possible.
3. Use blue painters tape on the bottom of each shoe with your Seller ID and the Item #, legibly written in black magic marker

Software Requirements:

1. A computer or mobile phone with a web browser (Chrome, Firefox, Internet Explorer, Safari...) and Internet access
2. Register and enter in their items by a specific date by going to either www.myconsignmentmanager.com, or Keepthecake.com
3. Follow the basic instructions provided by the My Consignment Manager website
4. Use only one unique tag with its own unique item number for each item to be sold (seller cannot make copies of tags).
5. Use 60-67# cardstock paper (no dark colors – only pastel colors or white is acceptable; no multicolored or patterned paper)
6. Use an Inkjet or LaserJet printer (no dot matrix) with a normal (not best quality) print. Faded barcodes and tags that are too dark may not work; they must appear crisp & clear.
7. Not place tape over the barcodes.
8. Expect the locking of the sale and final reconciliation of their items into your account by November 8, 2015