



VERMILION MERCHANDISE CHAIR

QUALIFICATIONS

- One (1) year continuous abstinence from all drugs.

PRIOR TO THE EVENT:

- Attends Vermilion committee meetings.
- Prepares a database to be used to record merchandise.
- Previews prior year merchandise order to determine the sizes and quantities for coming year.
- Presents merchandise ideas to committee for approval.
- Solicits bids (3 minimum) for all merchandise.
 - Brings all three bids to Vermilion meeting for selection.
- Orders merchandise from selected supplier.
- Uses remaining budget amount to order auction (unique with NA logo) items.
- Sets retail prices with approval of committee.
- Brings two rolls of raffle tickets to event.
- Selects a dozen volunteers to volunteer at merchandise table at event.
- Prepare a poster with merchandise and pricing for store

DURING THE EVENT:

- Makes sure that two people are at merchandise table at all times.
- Displays merchandise, raffle and auction items for weekend.
- Sells merchandise and raffle tickets.
- Posts store hours.
- Prepares deposits every two hours.
 - If treasurer has not picked up, have Chair of event locate treasurer for pick up.
- Chooses two auctioneers to run bidding process.
- Sets up for the auction.
- Records items and final auction price and collects payment.
- Confers with event chair questions/concerns.

AFTER THE EVENT:

- Prepares financial report
 - Store inventory
 - Description
 - Size
 - Quantity Purchased
 - Cost per Item
 - Retail price per Item
 - Quantity Sold
 - Auction Items
 - Cost
 - Final Bid Price
 - Raffle Items
 - Cost
 - Final intake
- Provides a written detailed report at “wrap-up” meeting.