

CD Sales Instructions

Ask for ID from anyone writing a check. A phone number must be on the check.

When Musicians Drop Off CDs:

- Make sure the musician does not leave the table until you have counted the CDs, written the musician/group's name and the name, number, price and of each CD on the CD check-in sheet and have the musician put her/his initials on the sheet to verify that the numbers are correct.
- Only put **one** of each CD on the table for people to view. Put the rest behind the table. When someone wants to purchase a CD take it out of the stash of CDs behind the table, not the one from the table. This will reduce the chance of CDs walking away without being paid for.
- Make a little sign for each CD stating its price.

CD Sales:

- It is very important that a receipt be written for each person purchasing CDs or a CD. Write on the receipt the name, quantity and price of each CD. Also add to the tally of the number of CDs sold on the CD check-in page.
- Carefully add the total amount that needs to be paid by the buyer by using a calculator and double checking the total. Then write the total on the receipt.
- Give **the copy** of the receipt to the buyer and leave the original in the receipt book.
- It is preferable that people pay with cash, but if they want to pay with a check, have them make it out to the **Eugene Irish Cultural Festival** and check their photo ID (their picture, name and address) and **make sure there is a current telephone number on the check.**
- If cash is given to you that is more than what they owe, don't put the cash in the box until after you have given them their correct change.
- Carefully do the math to determine the change to return to the buyer. As is done in stores, count from their total to the amount they gave you when giving their change.
- One of the steering committee members will visit the table on a regular basis to collect money. When that person does visit, s/he will have an envelope in which the money will be put and the total amount will be recorded. Both you and the steering committee member need to initial the recorded amount on the envelope.

When a Musician Comes to Pickup Her/His CDs:

- When a musician is ready to leave and take their CDs with them, count the number of CDs left, record it on the check-in check-out sheet, subtract this number from the number dropped off and check to see if it is the same number as that tallied as sold on the sheet and by counting the number listed on the receipts.
- If so, do the math for each CD to figure out how much the musician should be reimbursed and record it on the check-in check-out sheet. Total all the CD sales amounts.
- Find Peggy Hinsman or Lynn Buckman so the musician can get reimbursed. If you have a cell phone and can't find her, call 285-5345.
- Once the musician is paid s/he can take their CDs.

When You're Finished With Your Shift:

- Give these instructions to the next T-Shirt Sales volunteer, have her/him read them and share the wisdom you have gained in selling CDs with the next volunteer.
- Return your volunteer badge to the Volunteer Check-in table.

Thank you for volunteering.