

Identified Tasks for Book Sale

Chair

booth/tent/location Committee for 2011

Treasurer

Volunteer Coordinators

Publicity Maven.

Site Logistics Manager

Booth Decorator

Parade Marshall.

U Haul Wrangler

Palette Wrangler

box wrangler.

Table wrangler

Tarp wrangler

sorters

pickup volunteers

moving volunteers

booth decoration team

parade decoration team

Wagon Pullers

Van and Loaders for Parade books

money counters

cleanup volunteers

Reseller

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A Running Narrative of Book Sale Tasks and Challenges, 2010

Preparation and Pickups

--In May, it is important to get a list of folks who will be able to **do Co-op pickups** during the month of August. Scheduling that list in advance is extremely helpful, as many people go away during July and August, so it's good to have a list of backups. The co-op is flooded with books – we estimate an influx of approximately 10 boxes or 1000 books a day, so be prepared, because it definitely peaks sharply during the last week.

--You also want to secure helpers who can **pick up from Houses**. Ian and I have been handling that, but it can be up to 4 pickups per day, so it is not a light job. The biggest pickup we've done so far was 50 boxes!

*This job is coordinated by the **Chair**. At least 6-8 **pickup volunteers** are needed, one per week plus emergency pickups and doubling up at the end.*

Forms

-- Look for an email from the Labor Day Festival Committee. I was looking for a snail mail envelope which did not occur. A **Check for \$150** is needed from the **treasurer** for

the Labor Day Festival Committee, and we have to turn in our **Booth Request Form**.
Due July 30, 2010.

-- The second form is the **Parade Request Form**. There is no fee and it is a short form.
Due August 15, 2010.

--The Chair will also need to attend a **Meeting** with the Festival committee right before
the Festival.

*This job is handled by the **Chair, the Treasurer, and the Parade Marshall.***

Permissions

--Discuss **room availability** with the Principal. Holdups include use of the room by
MNCPPC, necessity of waxing the room floor, etc. Urge to get the room as close to 1
August as possible.

-- Clear book drop offs with **Co-op**.

*This job is handled by the **Chair.***

The Sorting Room

In 2010 we sorted Fiction, Non-fiction, Children's, Cookbooks, and media.

We continue to receive requests to sort out Reference, Crafts, and Foreign Language.

This should be encouraged in the sorting room if possible. Remember to sort College
Textbooks into very small boxes, as they are extremely heavy.

Supplies needed for sorting include: **tape** (I buy two packages of packing tape from
Staples – be sure that you have tape cutters); **dots** (red and green – you might buy one
multicolor package to make Children's or Crafting and Cookbooks different colors);
twine (for tarps); replacement blades for the **box cutters**;

*The sorting room should be monitored by the **Chair** to make sure books are cleanly
processed into boxes. Expect an influx of at least 10 boxes / day, escalating to 20-40
boxes toward the end. Many **sorters** are needed.*

Media, Magazines, Encyclopedias, etc.

--Encyclopedias did not come in 2010. In 2009, a few came in that did not sell. We
should not accept any donations of Encyclopedias. Encourage folks to donate them to the
public library.

--Magazines: Magazines are very heavy and not very lucrative. About half sold. If
people ask, please discourage them from donating magazines. Redirect to the library or
the doctor's office. The exception is crafting magazines only.

--Media: LPs and VHS tapes sold very well in 2010. Continue to encourage such
donations, but remember that LPs are very heavy and need to be stored in the shade in
sturdy boxes.

Volunteer Coordinators

It is extremely helpful for the Chair not to have to coordinate volunteers. A team of three
or four Volunteer Coordinators should staff the sale, without needing input from the
Chair. An online google doc helps to coordinate this effort.

Palettes

*This is a very important job and should be delegated to a conscientious and persistent **Palette Wrangler**. It can be as easy as one phone call, or might entail a dozen phone calls.*

-- Identify **Palette** source. In 2010 we used Target. I had to call the “logistics boss” Mike Maloney, to get verbal permission; written permission would be preferred by Public Works, who pick up the palettes for us. Important contacts at Public Works are Frank Kellaher, and William Smith. Frank is the Booth Guy, while Mr. Smith is the palette and recycling truck guy. Another contact is Caroline Clemens – she coordinates with Mr. Smith, and set up palette removal at 7:30 am on Wednesday at Target. Ideally, we should stipulate in our Letter to the Committee ie Booth Request form, where the palettes will come from, so this means getting palette permissions early. In Festival Committee’s letter to Public Works “Pick up 20 to 30 palettes [FROM X] and deliver them to the book sale tent on the festival grounds on Wednesday or Thursday but no later than 4:00 p.m. on Thursday. Return the palettes to the same place after the Festival.”

*Remember to wear **gloves** when handling palettes or you will get splinters.*

Public Works 555 Crescent Road 301-474 8004 re palettes and recycling
Frank Kellaher 240-375-9654 -- booth man
William Smith 240-542-2152 – recycling and palette man
Mike Maloney logistics boss of Target, re palettes -- 301-837-0054
McCormick Paints, 9631 Baltimore Avenue, College Park, (provided palettes in 2008-09)
(301) 474-7700

Booth or Tent? Storage under Cinema?

*This is a serious job that needs to be explored **by committee** over the long term.*

In past years we used a tent loaned to us by Kenny. In 2010 this tent was denied as unstable, so we went to a Triple Booth. In hindsight, we could have requested a Single Booth (a base of operations for sellers only). In 2010, we set up the triple booth with children’s books inside the two open booth areas, and reserved the third area for selling. (Note that only one standard palette fits inside a booth). Preventing through traffic was an issue, and at least two people tripped over the booth frames underfoot. All children’s books did sell by the end of the day on Monday.

For 2011, we need to seriously consider buying a big tent and be in negotiations with the Festival Committee about our location. The grassy area behind the Statue has been floated. Wherever, it must be easily accessible by truck!

Someone should visit the area under the Cinema.

Possibilities of this area include:

- long term storage of leftover, yet still desirable books?
- better sorting by category?

-- a second **One Day Sale** of Choice Books in December (to coordinate with Festival of Lights)?

The area is close to Co-op, so people could cart books by hand instead of needing vans. Problems include access, and would necessitate several people having a key so that volunteers can get in for sorting.

Big Question – Could the area function as the location of the Sale?

The area would need to be Completely Dry, with no chance of Mold.

This important job entails formation of a booth/tent/location committee for 2011.

UHaul and Moving Day

In 2009 we rented a 14 foot U Haul and filled it twice. In 2010 we rented a 10 footer and filled it twice plus other vans. A 14 foot U Haul is definitely needed. Moving began at 2 with the first load out by 3 pm; the second load left school at 4:30 or so and the move was completed before 6 pm.

For 2011, we need to consider whether the move would not be preferable on Friday morning, thus eliminating the need for a second round of box moving on Friday afternoon. If the first load moved from 10 – 11 am, and the second load moved from 12:30 and finished by 3, we would still be well within parameters in terms of having everything set up at the Festival by 6 pm. This would be especially fortuitous if the Tent, Palettes and Tables were all set up on Thursday (*site logistics manager*). Wouldn't it be nice to have Signage already set up for Media, Cookbooks and Crafts, Children's, Fic and Non-fic, and have boxes directly unloaded onto their final destinations (*booth decorator*)? In fact, having that signage in the Sorting Room would be very helpful!!

Moving on Friday has the big advantage of one less day the books are out in the elements, with the chance of getting rained on.

*This job is overseen by the **Chair**. At least 10 **moving volunteers** are needed, trucks, wagons, hand carts, children, loaders, unloaders; a **Site Logistics Manager** is needed at site to make sure all books go efficiently to the right places. A dedicated **U Haul Wrangler** is needed to reserve, pickup, drive, and return the U Haul.*

Publicity

--Place ad in **News Review** to run every week during the month of August. Place the ad by the middle of July. The News Review takes Cash or Check.

--Place ads in **area papers**, esp. W Post, Gazette, Pennysaver.

A wider spread of advertising will bring in bigger spenders on Friday and Saturday. **We can pull book buyers from all around the DC to have the most lucrative sale ever in 2011!!**

--Flyer in **area stores**?

--Craig's List???

*This job should be delegated to a **Publicity Maven**.*

Boxes and Bags.

Boxes this year came from Generous Joe's (big supply drop on Tuesdays at 11); Co-op; and Dollar Store. Try to get smallish square boxes for non-fiction and great big flats for Fiction – especially fruit crates from Costco.

Encourage people to save sturdy bags. This year we ran out! More bags are available at co-op in their bag recycling bin. Remind pickup volunteers to grab bags during August. *This job should be delegated to a **box wrangler**.*

Tables

Many previous volunteers told us how much better it would be with more tables. Thanks, previous volunteers!! Perhaps additional tables could be borrowed from school, community center, churches? If we have thirty palettes should we try for thirty tables??

Table wrangler should coordinate with site logistics manager to arrange for as many table as the site can accommodate. Table wrangler needs to make sure tables are delivered to the site, and importantly, arrange for their removal on cleanup day.

Cones, Layout, Recycling

For the past several years, we've been located behind the New Deal. The area to the far right is important to keep clear, so that the garbage can be removed nightly. Borrowing the traffic cones from school helped greatly with this effort. Cones along the front also helped closers know where to draw back behind. Media and cook books were under the tree, while children's were under the booth –we wanted to put something into the booth that people were willing to fight to get to, and children's is that thing.

The area should be rather strictly segregated with non fic toward recycling and fic toward the left. Wagons help greatly with cleanup when the recycling truck comes.

To aid with recycling, on Sunday begin by moving all magazines toward the right. Then move texts, computer books, etc. Continuously consolidate flats of fiction so that people can carry them away. In 2010, Free Book Day was extremely successful with the removal of books before the truck arrived at 6.

During the sale, volunteers should be encouraged to recycle torn boxes. Keep sturdy boxes, but only ten or so at a time – don't let them mound up on the loading dock.

The *chair and the site logistics manager* should monitor the sale throughout the weekend, encouraging the sale to remain tidy, books consolidated, selling area neat and clean, etc. Encourage late book donors to sort their books spine side up. Do **not** allow buyers to “come back for books” by leaving them in the selling area.

Cleanup

Cleanup this year went smoothly with two men and three women, plus a few kids. That would be the bare minimum for cleanup I should think. Remember to allow for removal of tarps and tables on Monday afternoon.

Table wrangler is needed for removal of tables; also *tarp wrangler*.

Tarps:

We did not have quite enough Tarp this year on Thursday; luckily it did not rain. Contact Lloyd about his Enormous Tarp – offer to purchase? Plastic drop cloth sheeting from Carolina came in useful. Freecycle for drop cloths over the year? *Tarp wrangler* would have a smaller job if the move is on Thursday; still, tarp wrangler will need to make sure there is enough tarp for all the books on Friday night, and clear away tarps on Monday.

Parade and Booth Decoration:

With the wooden booth, decoration is possible. **Signage** includes the Pricing Sign, Times of Sale, and Donation flyer. Further signage would be great, like a big sign for Free Book day; signs indicating where all the genres go. The *booth decorator* needs a **team** with strong tape, string, artwork, and a plan.

For **pickup of books** to include in the parade, in 2010 we used Kirsten's van. Ian, Melissa and Kirsten met at 7:30 am on the morning of the parade to take in boxes. The other alternative was to meet at 11 pm on Sunday night (argh). The wagons met at 9:15 at the Gardner's house, 113 Northway, and proceeded to the Parade site by 9:30 – because the car has to get in line by that time. Car decorators met from 4-6 on Sunday – putting artworks on little magnets worked fairly well.

I ordered 140 sheets of 8 **coupons** each at Staples; they charged me \$18 including cutting.

*This job is handled by the **Parade Marshall** and the **Booth Leader**. Parade Marshall also needs to locate a **Car**, like Amy's Prius, **Decorators**, and as many **Wagon Pullers** as possible. Remember, you need a **Van and Loaders** to pull books before the Parade. Parade Marshall would also be sure to fill out the parade form and take note of our parade position.*

Treasurer:

- make sure Treasurer has all needed forms
- arrange for pickups and **counting helpers**

Final Tasks:

- submit all receipts
- write thank you letters to Greyhound and News Review
- confirm final taxes and Festival percentage paid.

This job is handled by the Chair and Trusted Lieutenant.

Reseller

We have a small cache of more valuable books we would like to resell somehow. This could entail ebay or simply driving them to an estate purchaser or reputable used book store.