

Convention Retail Store

Note: The information below is provided as a guideline to assist the committee which is assigned this area of responsibility. Needs may change from year to year, specific requirements will be provided by the current convention chair after consultation with the presiding officer.

PRIMARY DUTIES:

- Receive, inventory and store any supplies used by the retail store as signage or décor.
- Receive and inventory some new merchandise that requires re-packaging items for sale, which may include (but not limited to) notecards.
- Work with the CPRC retail subcommittee on store design and signage.
- Plan the store decorations.
- Set up and staff the retail store during convention. (This includes serving as the cashiers for the store).
- Take down the store at the end of convention and box up and inventory left-over items. Determine disposition of decorations and supplies.
- Write a report per instructions.

COORDINATION REQUIRED WITH OTHER AREAS OF RESPONSIBILITY:

- Facilities
- Convention Signage Coordinator
- Convention Planning and Review Committee (CPRC) retail subcommittee
- WSC Executive Assistant

TIMELINE:

Before Convention:

- Review reports from prior years and reach out to applicable points of contact for additional insights or to ask questions. This should include a review of available [convention photos](#) from the previous year's store to get ideas for decoration and set up.
- Meet early Fall (at the latest) with the CPRC retail group to review timeline, workflow and other information.
- Consult with the CPRC retail subcommittee for guidance and information. This may include regularly scheduled meetings to review inventory.
- Inventory store supplies upon receipt from prior year's convention to ensure items and totals balance.
- Check store décor and packaging supplies – bags, tissue for wrapping breakable purchases and other items needed. Coordinate purchase of additional supplies with the CPRC retail subcommittee.
 - Plan for a minimum of 400 sales
- Receive and inventory some new merchandise that requires re-packaging items for sale, such as notecards. (Note: the majority of new merchandise will be shipped to the WSC Executive Assistant.)
- Design store layouts and merchandise displays in collaboration with the CPRC retail subcommittee. Also check the venue policy (through the CPRC retail team) regarding any planned wall signage and/or decor (that would be affixed to the wall). Identify total easel count if planning poster signage.

- Create and print/prepare signage for inside the store (prices, cashier table, etc.). Note that poster and larger signage will be printed through CPRC.
- Develop list of tasks and assignments for committee volunteers (decorations, displays, transport, cashiers, etc.)
- Develop schedule for cashiers and floaters/helpers who will be staffing the store during open hours and ensure all are registered for convention. (Note: the CPRC Retail Subcommittee will provide sample schedules upon request.)
- Ensure all cashiers receive training and are both comfortable and competent with processes for accepting payments via Square. Training will be provided by CPRC retail subcommittee members. Note: Cashiers will need to provide their own devices (phones or tablets) for use in the store to process payments.
- Transport all store supplies to convention (this includes any new merchandise that your committee has re-packaged).
- Set up store displays and merchandise.

During Convention:

- Ensure adequate staff is available to work during store hours.
- Provide assistance and guidance to shoppers as needed.
- Restock merchandise displays as needed.

After Convention (or after the last sales period for the store during convention):

- Inventory and pack up unsold merchandise which will be handed off to the WSC Executive Assistant.
- Inventory and pack up convention properties/supplies which will be handed off to the following year's convention retail committee.
 - Write a summary report per instructions and email to CPRC chair by June 15.
 - Submit any outstanding expense reports with **original** receipts to the convention chair no later than June 15. Per Washington State Chapter policy, expenses that are submitted after June 15 are not reimbursable.

Budget: \$ _____

Expenses: \$ _____