

VICTORIA QUILTERS' GUILD  
CHRISTMAS SALE 2026– INFORMATION SHEET

**Location:** Emmanuel Baptist Church  
2121 Cedar Hill X Road Victoria BC

**Sale Coordinators:** Susan Teece, Lois Toutant, Ursula Riegel, LaVerne Mullane,  
Julie Hillsden, Karen Dearborn, Pam Teasdale, Amie Starchuk, Valerie Boode.  
Nancy Martens and Maureen Thomson.

**Check-in/Drop-off:** Friday November 6th 09.30am – 11:00am

**Sale Hours:** Friday November 6th 12.00pm – 5:00 pm  
Saturday November 7th 10:00am – 4:00pm

**Check-out of unsold goods:** Saturday November 7th 4:30pm  
Goods **MAY NOT** be checked out before end of sale and **MUST** be checked out before they are removed from the Church

**Commission:** 15% of total sales will be retained by VQG

**Check-in:** All items for sale – complete with inventory sheets and sale tags securely fastened (no straight pins) – are to be checked in at the above time.

**Advance Check-in:** If you have more than 100 items for sale and/or are signed up for set-up shift **contact one of the sale coordinators** at least two weeks before the sale to arrange for an advance check-in.

**Volunteers:** Every seller will be required to work a minimum of one shift on sale days. Please **check the Volunteer list in the kitchen** at least 10 minutes before your shift. If you are submitting more than 100 items, you should sign up for at least two shifts – one of which is either set-up or take-down.

**Volunteer Shift Times:** Friday 09.00am – 12.00– Check-in and Set-up  
12.00 pm – 2:30 pm – Sale  
2:30pm – 5.00pm – Sale  
Saturday 10.00am – 1:00pm – Sale  
1.00pm – 4:00pm – Sale  
4.00pm – end – Take-down, Check-out and Pack-up.

**NOTES:**

1. If you sign up for Set-up or Check-in, your items must be pre-checked prior to the Sale.
2. If you sign up for check-out and take-down, your own items will be checked out last.
3. If you sign up for Cash, you will be required to attend a short training session on the use of the Credit/Debit Card machines.
4. Volunteers must be able to interact graciously with shoppers while being mindful of shoplifting.

**CHEQUES: PLEASE HOLE-PUNCH YOUR INVENTORY SHEET(S) AND ATTACH A STAMPED, SELF-ADDRESSED ENVELOPE WITH A PAPERCLIP – NO STAPLES PLEASE!!**