## Planning and Preparing

- Decide on times for the shoppe to be open, usually 25 minutes per classroom.
- Put your sign up sheet in the teachers' lounge allowing them to choose the best times for their classes. A sample is on the next page.
- 3-6 Parent Volunteers are needed at all times to help things run smoothly.
- Make certain your cash register is set to the correct prices. Please don't wait until the first student is lined up to learn how to use it. If you need help, just contact us.
- Fill in your prices on price labels \& posters.
- Set up about 6 eight-foot tables.
- Every shoppe is set up differently. Some examples follow, but whatever floor plan works for you is great!
- Remember these prices are for your own kids,


| PRICE CODES | Group Wholesale Cost <br> - -0\% Profit |  | Service Price For <br> $5 \%$ |  | Suggested Price For <br> $10 \%$ |  |
| :---: | :--- | ---: | :--- | ---: | ---: | ---: |
| PC \#16 | $\$$ | 0.25 | $\$$ | 0.30 | $\$$ | 0.30 |
| PC \#1 | $\$$ | 0.50 | $\$$ | 0.55 | $\$$ | 0.55 |
| PC \#2 | $\$$ | 1.00 | $\$$ | 1.05 | $\$$ | 1.10 |
| PC \#3 | $\$$ | 1.50 | $\$$ | 1.60 | $\$$ | 1.65 |
| PC \#4 | $\$$ | 2.00 | $\$$ | 2.10 | $\$$ | 2.25 |
| PC \#5 | $\$$ | 3.00 | $\$$ | 3.25 | $\$$ | 3.35 |
| PC \#6 | $\$$ | 4.00 | $\$$ | 4.25 | $\$$ | 4.50 |
| PC \#7 | $\$$ | 5.00 | $\$$ | 5.25 | $\$$ | 5.50 |
| PC \#8 | $\$$ | 6.00 | $\$$ | 6.50 | $\$$ | 6.75 |
| PC \#9 | $\$$ | 7.00 | $\$$ | 7.50 | $\$$ | 7.75 |
| PC \#10 | $\$$ | 8.00 | $\$$ | 8.50 | $\$$ | 9.00 |
| PC \#11 | $\$$ | 9.00 | $\$$ | 9.50 | $\$$ | 10.00 |
| PC \#12 | $\$$ | 10.00 | $\$$ | 10.50 | $\$$ | 11.00 |
| PC \#13 | $\$$ | 12.50 | $\$$ | 13.25 | $\$$ | 13.50 |

(Prices above may have been rounded up or down)
Charging prices higher than the $\mathbf{1 0 \%}$ profit margin is not recommended Cost of merchandise to be paid is based on the Group Wholesale Cost so keep them as low as possible.

