**CD Sales**

**CD Display**:

* **Put out 10** of each CD initially. This makes it easier to count at the end.
  + You may need to replenish if there is a rush.
  + The CDs are bundled in 10’s. (3 Faiths in 20’s)
* There is no particular strategy to organizing the CDs within the display. I tend to put American CDs together; Spanish CDs together and so forth. This makes it easier to point out different CDs to customers.
* Put out the signs with **CD pricing**.
  + NOTE: **The live 3 Faiths recording is only $10. All other CDs are $17**.
    - There is a ‘cheat sheet’ inside the cash box that lists multiples of $17.
* There is a pop-up banner that goes with the CD display. It can be a little awkward to put together. Don’t hesitate to ask for help.

**Selling CDs:**

* We keep an event report for each concert. It should list how many CDs with which you began.
* **Please make a mark on the event report for each CD you sell.**
  + Note that **there is a separate column for CDs that are ‘comped’** (given away free by Jordan or other staff). Try not to let the tick marks in the “sold” column bleed over into the “comp” column.
* **CDs can be purchased with cash, check (made out to ‘The Rose Ensemble’; no ID is required), or credit card.**
  + There is $150 in loose change in the cash box.
    - I recommend not putting the cash you have received into the cash box until after you have counted the change back. That way, if there is a question, you can easily access what you were originally given.
  + Connect your phone or a table to the swipe and the chip reader for credit cards
    - At the top right there is a drop down button “add a customer”. If you click on this button there is a “clear items” option.
  + A calculator is provided for tabulating sales.
  + If you swipe the card (rare these days), the calculator will automatically process the charge; if you insert the card into the chip reader, you need to click on “charge”.
    - Very occasionally you will have to enter the credit card # by hand.
  + **The customer uses the tip of their finger to sign their name.**

Donations:

* Sometimes people will hand you donations, in an envelope or as cash; **place donations in the bottom of the cash box (separate from the cash for the CDs).**
* People also sometimes will round up a sale as a donation to TRE. Don’t worry about keeping track of these. We are generally able to figure this out later.

**Post-Concert**

* Count the # CDs and record how many were sold or comped and how many remain in inventory.
* Indicate on the event report total cash sales and total check sales.
* Bundle the checks and the cash over $150; place in an envelope; mark with date/location.