



April 5, 2010

Dear GBHA Member,

As you know, the dues paid to the Greater Baltimore History Alliance by member institutions each year *do not* cover our annual operating expenses. ***Rather than raise your dues***, the Director's Council prefers to engage in an annual fund raising effort to make up the difference. In 2006 we held our first GBHA Museum Yard Sale with great success. This year, we have decided to build on this success and bring back this great event. Below you will find details on the event-so please mark your calendars and start cleaning out storage!

**LOCATION:** Baltimore Museum of Industry-pavilion  
**SET UP/Material DROP OFF:** Friday, May 21, 2010, 9 a.m. – 5 p.m.  
**EVENT DATE:** Saturday May 22, 2010, 8 a.m. – 2 p.m.

**What we need from YOU:**

**Items to sell:** Clean out your storage rooms, offices, basements, and attics. We are asking **each museum to donate at least 20 items** – more if you have them! (*No artifacts, antiques, historical objects or other collections items please*).

- Exhibit panels or signage
- Banners
- Books
- Exhibit cases
- Old gift shop stock
- Office furniture
- Pictures/posters/photographs
- Artifact reproductions

**TO DO:**

1. Collect items you can sell.
2. Fill out the attached donation form and mail or email it to Heidi at [heidi@baltimoremuseums.org](mailto:heidi@baltimoremuseums.org) by **Friday, April 23**. Remember that you can write off the donation as GBHA is a non-profit.
3. Drop your items off at the BMI on Friday morning, May 21 from 9 a.m. – 12 p.m. If you need help with large items, we will have access to a truck and someone can pick your items up from you.
4. Include a stack of brochures for your institution. We will have a table for brochures and literature.
5. *Please note: Any items left after the yard sale ends will be donated to the Salvation Army or trashed. If you want to have them back, you must come pick them up at 2 p.m. on Saturday, the day of the sale.*

**Publicity:** Please publicize the Yard Sale to your staffs, volunteers, donors, visitors, supporters, neighbors, etc. You might be selling something really cool that they would want to buy!

**Cut and paste this into your newsletters and emails:**

“Join us for the most unique Yard Sale around! Fifty Baltimore museums are cleaning out and selling their exhibit graphics, banners, posters, exhibit cases, gift shop stock, furniture, pictures, and photos! Who knows what neat things you can snag for a great price? All sales benefit the Greater Baltimore History Alliance (GBHA). Visit their website for a list of items for sale: [www.baltimoremuseums.org](http://www.baltimoremuseums.org) The GBHA Yard Sale is scheduled for Saturday, May 22 from 8 a.m. – 2 p.m. at the Baltimore Museum of Industry, 1415 Key Highway, Baltimore, 21230. Rain or shine.”

(over)

**Volunteer time:** We need a minimum of 10 people on Friday for set-up and 10 people on Saturday to work the event. See attached sign-up sheet and email your availability to Heidi at [heidi@baltimoremuseums.org](mailto:heidi@baltimoremuseums.org).

**Supplies:** We need a variety of supplies to make the sale a success. If you can donate any of the following, it will keep us from having to buy them, which will help us make more money.

- Adhesive dots for price tags
- Pens
- Plastic bags (recycled from grocery stores)
- Cash boxes
- Rope to hang banners
- Snacks/baked goods/drinks for volunteers
- Duct/Masking/Scotch Tape
- Old boxes
- Wrapping materials – tissue, packing peanuts, etc.
- Scissors
- Hand trucks/dollys
- Basic tools

*(There will be a vendor at the yard sale selling food to the public.)*

**What will the money raised be used for?**

The income made from this sale will be used to fund advertising and exhibiting opportunities for your institutions, and to defray the costs of your training seminars. If we make a significant amount of money, we would like to establish a “bus fund” to help you bring school kids to your museums on field trips.

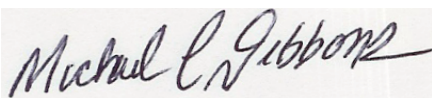
Enclosed are a donation form and a volunteer sign-up form. Please return this as soon as possible so that we can begin our marketing campaign. A list of MANY institutions participating will increase the crowd!

There are Word documents of the **forms on our website** for download if you would rather type and email the forms.

We will update [www.baltimoremuseums.org](http://www.baltimoremuseums.org) with the list of items for sale as the donation sheets are returned.

Many thanks for your help. Further details will be forthcoming.

Sincerely,



Mike Gibbons  
Executive Director  
Babe Ruth Birthplace and Sports Legends at Camden Yards  
Event Chair

Heidi Glatfelter  
Administrator  
Greater Baltimore History Alliance



## GBHA YARD SALE DONATION FORM

**Deadline for submission of donation form is Friday, April 23, 2010.**  
*(If we don't hear from you, we will call you!)*

### Museum Contact Information

Museum Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Drop Off Information

Items should be dropped off between 9 a.m. – 12 p.m. on Friday, May 21 to the Baltimore Museum of Industry, 1415 Key Highway, Baltimore, 21230.

Name of person dropping off items: \_\_\_\_\_

Cell phone/contact number: \_\_\_\_\_

Approximate time of drop-off: \_\_\_\_\_

Do you need a truck to come pick up any large item(s)? \_\_\_\_\_

### Items To Be Donated: 20 Items Required

Item	Brief Description (size, quantity, etc.)	Suggested Price
1.		
2.		
3.		
4.		
5.		

6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

**I can donate the following supplies (*indicate quantity*):**

\_\_\_\_\_ Adhesive dots for price tags

\_\_\_\_\_ Duct/Masking/Scotch Tape

\_\_\_\_\_ Pens/Markers/Sharpies

\_\_\_\_\_ Old boxes

\_\_\_\_\_ Plastic bags (recycled from grocery stores)

\_\_\_\_\_ Wrapping materials – tissue, packing peanuts, etc.

\_\_\_\_\_ Cash boxes

\_\_\_\_\_ Scissors

\_\_\_\_\_ Rope to hang banners

\_\_\_\_\_ Hand trucks/dollys

\_\_\_\_\_ Snacks/baked goods/drinks for volunteers

\_\_\_\_\_ Basic tools

Don't forget to include a **stack of your museum brochures** when you drop off your donation!

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Contact Heidi Glatfelter at [heidi@baltimoremuseums.org](mailto:heidi@baltimoremuseums.org) with any questions/concerns.



## GBHA YARD SALE VOLUNTEER FORM

**Deadline for submission of volunteer form is Friday, April 23, 2010.**  
*(If we don't hear from you, we will call you!)*

### Museum Contact Information

Museum Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Please sign up for at least one shift. Multiple employees can sign up on same sheet.

### **Friday, May 21, 2010 – Set Up, Pricing**

Time	Name	Email	Phone Number
9:00 a.m. – 11:30 a.m.	1.		
	2.		
	3.		
11:30 a.m. – 2:30 p.m.	1.		
	2.		
	3.		
2:30 p.m. – 5:00 p.m.	1.		
	2.		
	3.		

### **Saturday, May 22, 2010 – Day-of-sale: Helping customers, collecting money, manning tables**

Time	Name	Email	Phone Number
7:30 a.m. – 10:30 a.m.	1.		
	2.		
	3.		
10:00 a.m. – 1:00 p.m.	1.		
	2.		
	3.		
12:30 p.m. – 3:00 p.m.	1.		
	2.		
	3.		

Contact Heidi Glatfelter at [heidi@baltimoremuseums.org](mailto:heidi@baltimoremuseums.org) with any questions/concerns.