

Garage Sale Planning Checklist

PLAN

- Start gathering items early (categorize items, i.e. office, kitchen, bathroom, etc.)
- Throw away broken or damaged items.
- Set up logistics: Sale Date(s); Time(s) – start and end.
 - Will others help you work the sale? What times are they available?
- Advertise in advance - week before and again the morning of).
 - Local newspapers (print/online).
 - Neighborhood signs - sturdy cardboard and LARGE PRINT FOR ADDRESS.
 - Craigslist and Social Media.
 - Email/call friends and relatives.
- Ensure you have enough tables to display items? Borrow!!
- Check municipality or neighborhood rules for garage sales.
- Pre-schedule pick up of unsold items.

SET UP

- Price your items
 - Clearly price each item.
 - Establish BOGO deals.
 - Use quarter - dollar pricing increments to simplify payment process.
 - Pricing: recommended to price items at or below 1/5 of the retail price.
- Gather materials
 - Change (suggestion: \$20 in coins, \$50 in ones, \$40 in fives).
 - Cash box (do not leave unattended) or apron.
 - Calculator, tape, pens, and notebook/notepad.
 - Bags and packing material.
 - Power outlet to test electrical items.
- Set up items and displays
 - Set up tables.
 - Fold clothes neatly, tie ribbons around sets, etc. to create a pleasing display.
 - Make sure everything is visible (best items visible the from the street).
 - Arrange books, DVDs, and CDs so titles can easily be read.
 - Avoid placing things in boxes on the ground.
 - Block off areas you don't want your customers to enter.
 - Snacks/drinks for you and your kids – so you don't have to leave.
- Set up directional signs around neighborhood

AFTER SALE

- Donate anything not sold!! (Schedule pickup or take to a donation facility).
- Take down neighborhood signs.