

YARD SALE CHECKLIST

PREPARATION

- Decide on date
- Designate a space for sorting/pricing
- Gather enough tables
- Call classifieds source for deadlines and ad size info
- Put a reminder on your calendar to get change two days before the sale

PRICING

- Set realistic prices
- Be prepared to negotiate
- Price everything
- Price in .50 increments
- Use a Sharpie so prices are easy to read
- For tags, use masking tape, stickers, or hanging tags
- Use Google to help determine prices
- Group and price like items together (ex: hardback books \$1 each; paperbacks .50 each)

ADVERTISING

- Make signs several days before the sale
- Include date, time, and address (directional arrows are helpful, too)
- Make your sign fun but keep it brief
- Post sale on Facebook (include pictures)
- Place ad in local classifieds

THE NIGHT BEFORE

- Gather all needed supplies
- Set out tables, if possible
- Arrange items so they can be taken outside and set up quickly and easily the following morning
- Get a good night's sleep

MORNING OF

- Eat a good breakfast
- Set out your items, keeping similar items together
- Allow plenty of space between tables
- Make sure you have a power source for checking electronic items
- Put cardboard boxes under tables so you can easily pack up the remaining items

CLEAN UP

- Gather up remaining items and take to donation center
- Wipe down tables and put them away
- Remove any signage

NICE TOUCHES

- Hot day? Consider having a cooler with bottled water available for your shoppers
- Set up a space for kids to play or color (if you have coloring books to get rid of) while the adults shop
- Tablecloths are a plus
- Keep your sale tables tidy

KEEP IN MIND

- The more orderly your sale is arranged, the easier it is for people to shop
- You might have people at your sale before your advertised start time
- Clothes hung on racks are easier to browse than those stacked on tables
- The weather can change; have a plan to cover or move things if it rains
- Items that are ripped, stained, broken, or missing pieces should be

SUPPLIES

- Masking tape
- Sharpie
- Notebook
- Pen
- Calculator
- Shopping bags
- Money box or apron or fanny pack
- Extension cord
- Empty cardboard boxes
- Sunscreen
- Poster board (for making signs)
- Rags or paper towels
- Bag for trash