

**Get Organized! Checklist
Planning a Yard Sale**

To Do	Additional Comments or Suggestions	Completed
2 – 3 Weeks Prior to Sale		
Select the big day.	<p>Ensure the date is not on a holiday weekend, unless your town is a thriving hot spot during holidays.</p> <p>Check long-range local weather forecast.</p> <p>Familiarize yourself with the pay dates of the larger area employers.</p>	Y/N N/A
Ask neighbors if they are interested in hosting yard sales on the same date.	Customers are more likely to be attracted to a large group of sales over just one.	Y/N N/A
Decide what items to sell.	Give your family members boxes to fill along with price tags and pens for labeling the cost of each item.	Y/N N/A
Start saving paper and plastic bags.	You can hand these out to your customers at the sale.	Y/N N/A
1 Week Prior to Sale		
Set start time and stop time for the sale.	<p>Include this info in all your ads.</p> <p>Consider stating “Early birds will pay double” to stop people from showing up at the crack of dawn.</p>	Y/N N/A
Publish ads.	Look for free postings online or in community newspapers in addition to paid advertising options.	Y/N N/A
Create signs.	Make the signs large and easy-to-read from the road.	Y/N N/A
Clean up sale items that need it.	Launder it, dust it, wipe it, or polish it - especially if a simple fix will greatly increase its value.	Y/N N/A
Price sale items or double check that all items have been priced.	<p>Be realistic! If you are not sure about the going rates at yard sales, then check out some sales in the community.</p> <p>If you still have original boxes and manuals, you can probably charge more for an item.</p> <p>If your children have priced items, then quality check their work to avoid too high or too low price tags.</p>	Y/N N/A

	Consider having "\$1" or "\$5" table or box – this will save you from pricing each item individually.	
Look through sale items to ensure all personal valuables have been removed.	Like credit card receipts and money from pockets, etc.	Y/N N/A
Schedule a charity pick-up.	Ask for a time slot about 1 hour after your sale. This will give you time to box up the non-sellers and prepare them for the charity. If you plan on deducting the donation from your taxes, do not forget to request a receipt from the charity for your tax records.	Y/N N/A
24 Hours Prior to Sale		
Put up your signs.	Some areas enforce laws re: placement of signs, so check into the local rules and regulations.	Y/N N/A
Gather up your small change.	If you don't have enough, then go by the bank to get what you need.	Y/N N/A
Prepare your money box, bag, or pack.	It's probably best – although not the most fashionable – to wear a fanny pack complete with coins, small bills, calculator, pen, and cell phone for emergencies. You won't have to worry about money being stolen and you have everything on your person when needed.	Y/N N/A
Immediately Prior to Sale		
Create a customer-friendly environment.	(1) Provide electrical outlet to test powered items. (2) Provide changing area + mirror for trying on clothes. (3) Organize sale items at waist-level for optimum viewing. (4) Ensure there is parking for customers. (5) Keep your pets away from customers.	Y/N N/A
Layout your sale area using creative marketing strategies.	For example, put some eye candy near the road – like a nice piece of furniture – to entice buyers. Also, set up a play area with toys that are for sale...a child may get attached to a toy and insist their parents buy it!	Y/N N/A
1 Hour Prior to End of Sale		
Start slashing prices.		Y/N N/A
Immediately After the Sale		
Prepare for charity pick-up.		Y/N N/A
Take down yard sale signs.		Y/N N/A

Count your earnings!		Y/N N/A
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