

1-2 Months Before

- : : choose date, location & time
- : : invite family & friends to join in
- : : go room by room and gather goods for sale
- : : clean and repair sale items
- : : create an inventory
- : : set prices (do you research...)
- : : price goods
- : : take pictures of the “good stuff” for craiges list and social media
- : : arrange after sale donation
- : : make street signs and decide where to place them (write the street corners on the back should you delegate the task of putting them up). Make one for your front yard if you have one.
- : : assemble a sellers kit including an apron with a pencil & notepad, a calculator, sis-sors, and a measuring tape; a box including an extension cord (for testing electrical equipment), newspaper (for wrapping fragile items), and bags (for customer purchases); find a change box, get change from the bank, and fill the box

2 Weeks Before

- : : Advertise
- : : Put a sign up in your front yard.
- : : Hang up flyers on local message boards, like in the library and in Starbucks.
- : : Avertise your sale on Craiges List. In addition, post individual items for sell on CL

and tell potential buyers when and where the good will be available at the sale.

- : : Post the same items and your message on you facebook page.
- : : Create a merchandizing plan.
- : : Draw up a “floor plan” for the arrangment of your goods. Place furniture pieces toward to front to attract attention and one eye catch-ing piece at the back to get customers to walk through the others goods. Use some of the furntitre pieces to display small goods and, stage everything like you would see items displayed in a real store.

Day Before the Sale

- : : Check for safty hazards in and around your location and clean up the area.
- : : Set up a rope line (or the like) to tie off entrances to your sale. Eager customers will come early and disregard your start time. A deterrent may give you the extra minutes you need to put on the final touches ;)
- : : go to bed early!

Sale Day

- : : Wake early and post street signs.
- : : Set up shop.
- : : If the location you’ve chosen is protected, set up the day before and open early! You probably won’t need a rope line then.
- : : Put out refreshments.
- : : Open and sell, sell, sell!

- : : At the end of the day, close up shop by removing goods to a safe location.
- : : Take down signage.
- : : Count your money, and REST.
- : : Go out to dinner.

After the Sale

- : : Clean up your location if needed.
- : : Deliver charitable goods.
- : : Deposit your cash into the bank.