

Garage Sale Checklist

1-3 Months Before:

- ___ Start sorting and gathering items for sale
 - ___ bedrooms
 - ___ kitchen
 - ___ closets
 - ___ toy box
 - ___ attic
 - ___ basement
 - ___ garage
 - ___ tool shed
 - ___ home décor (walls, bookshelves)
 - ___ lawn and garden
- ___ Gather pricing supplies – masking tape, permanent markers, string tags
- ___ Price items as you gather them
- ___ Determine the dates and hours of operation for your sale
- ___ Determine if you will partner with neighbors or family members – make contacts
- ___ Start gathering shopping bags and boxes
- ___ Call local zoning officials to determine rules and regulations for conducting home sales and obtain permit if required

2 Weeks Before:

___ Place advertisements:

- ___ newspapers
- ___ Facebook, other online boards
- ___ bulletin boards

___ Determine number of signs needed and gather supplies:

- ___ pre-made signs or poster board
- ___ mounting posts or stakes
- ___ markers
- ___ flags balloons

___ Make signs

___ Gather display tables, clothes racks

___ Determine how you will dispose of unsold items and make necessary arrangements

1 Week Before:

___ Go to the bank and get change – tens, fives, ones, coins

___ Begin setup

___ dust, polish, and clean items as you go – the nicer it looks, the more likely you are to get the price you want

___ make sure you have access to electricity in your sale area for testing electric-powered items

___ arrange like items together – most shoppers are looking for something specific and will gravitate to their area of interest (kid's clothes, tools, etc.), so make it easy for them

___ put small game pieces or matching jewelry in ziploc bags to prevent them from getting misplaced or scattered as people shop

1 Day Before:

- ___ Post Signs
- ___ Final walk-through, make sure everything has a price on it
- ___ Get some rest!

Day of Sale:

- ___ Put change in waist pouch, money apron or backpack
- ___ Put out balloons, flags to draw attention to your sale
- ___ Move any vehicles that block the view or access to your sale area
- ___ Be sure to open your sale on time or early if possible
- ___ Be prepared to negotiate!

Final Day of Sale:

- ___ Consider re-pricing or changing to a 'bag' sale - \$5.00 for everything you can stuff in a shopping bag
- ___ At close of sale, bag and box everything so it will be ready for pickup
- ___ Resist the urge to take anything back into your house!
- ___ Take down all signs, flags, balloons
- ___ Sit back, count your earnings, look around, and pat yourself on the back for achieving a less-cluttered home!