

# Yard Sale Checklist

By Nicole Nichols-West

- ☐ 2-3 Weeks Before the Yard Sale
  - ☐ Check community rules to see if a license is required for your yard sale.
  - ☐ Confirm when and where you are allowed to post yard sale signs.
  - ☐ Collect items you no longer need.
  - ☐ Choose a date to have your sale.
  - ☐ Encourage your neighbors to participate.
  - ☐ Compose your newspaper ad.
  - ☐ Call the newspaper and place the ad.
- ☐ 1 Week Before the Yard Sale
  - ☐ Make sure items for sale are clean and in good repair.
  - ☐ Go to the bank to get change for the sale.
  - ☐ Price the items and organize them into groups of like items.
  - ☐ Make, buy or print yard sale signs that will direct shoppers to your sale.
- ☐ The Day of the Yard Sale
  - ☐ Set-up a card table and chair for a check out stand.
  - ☐ Put the items to be sold on the tables in an organized fashion.
  - ☐ Price your items clearly with the pricing sticker.
  - ☐ Organize the change in a change box.
  - ☐ Have a calculator, pen and paper handy for totaling item prices.
  - ☐ Have bags, and newspaper for wrapping fragile items.
  - ☐ Plug in an extension cord to test electrical items.
  - ☐ Post the signs in high traffic, visible areas.
  - ☐ Set out small snacks and soft drinks for your workers.
  - ☐ Open the sale for business.
- ☐ After the Yard Sale
  - ☐ Donate unsold items in good condition to your church benevolence supply or non-profit organization.
  - ☐ Remove your sale signs.