

Garage Sale Check List

- ☐ Print Check List for Reference.
- ☐ Select a Chair for event
 - Event Chair: _____
- ☐ Select day(s) and time for garage sale.
 - Day(s) & time of event: _____
- ☐ Select a location for your garage sale.
 - Garage sale location: _____
- ☐ Remind members regularly that the garage sale is coming up and to save items.
- ☐ Collect donations for garage sale (should start a month or more before garage sale) Ask members, friends, family, and teachers.
- ☐ Create advertisements for garages sale and post at school & around community. (Most should be done 2 to 3 weeks before garage sale)
 - Flyers – around school & community
 - Facebook Ads – Save flyer as JPEG and post on the chapter Facebook page. Have members share flyer)
 - Facebook Event – Create an event for the sale. Post pictures of items for sale.
 - Newspaper ad
 - Take advantage of all advertisements available on your campus. (Bathroom flyers, scrolling monitors, etc.) Have fellow members brain-store ideas for advertisements.
- ☐ Plan Garage Sale Set-Up (Room arrangement, items priced, workers duties)
- ☐ Create a pricing guide and signs. (examples: all books \$0.50 or DVDs \$1.00 and clothing \$.50 each or \$3 a bag)
- ☐ Gather bags for sale.
- ☐ Create/buy directional garage sale signs and plan out where you will place them in the neighborhood. Make sure you have enough.
- ☐ Get change for garage sale
- ☐ Collect Donations one week prior to Garage Sale (Talk to Jack Haines about storage)
- ☐ Set-Up!
- ☐ **SALE DAY:** Finish Set-Up, put up directional signs, tear down, and donate remainder to a thrift store, Goodwill, etc.
- ☐ Count money and divide between members as decided by chapter, advisor, or chair.
- ☐ Thank Yous – Send thank you(s) to anyone that may deserve one. (Large donators, etc.)
- ☐ Take Notes for future chapter garages sales (what worked, what didn't, suggestions for future)