

Yard Sale Worksheet

Date _____
Time _____
Location _____

Co-Seller _____	Phone _____	Helping? _____
Co-Seller _____	Phone _____	Helping? _____
Co-Seller _____	Phone _____	Helping? _____
Co-Seller _____	Phone _____	Helping? _____
Co-Seller _____	Phone _____	Helping? _____

Helper _____	Phone _____	Pay _____
Helper _____	Phone _____	Pay _____
Helper _____	Phone _____	Pay _____
Helper _____	Phone _____	Pay _____
Helper _____	Phone _____	Pay _____

To Do

- Contact city to learn local yard sale laws (e.g. permits, time limits, location limits, sign regulations, etc.)
- Determine date and time
- Collect supplies needed
- Collect items to sell
- Clean items
- Test items to ensure they work (clearly label items that don't work)
- Repair items if necessary
- Tag items with prices and seller tags
- Sort items into groups (for easier setup)
- Assemble grab bags
- Setup pickup or delivery of unsold items to charity
- Place advertisements
- Make signs / flyers and post
- Set up refreshment stand (lemonade, tea, etc.)
- Set up display tables, blankets, shelves, clothes lines, bulletin boards, etc.
- Setup items to sell
- Make money!

Supplies Needed

- Money belt (don't use a cash box!)
- Calculator
- Change (get whatever you can afford, but ideally you should have: 1 roll of pennies, 1 roll of nickels, 1 roll of dimes, 1 roll of quarters, 50 \$1 bills, 20 \$5 bills, 10 \$10 bills)
- Receipts for large purchases that will be picked up later
- Pad of paper and pens
- Price tags
- Seller tags (different colored tag for each seller or labels with the name of the seller)
- Sales log (to track what sold, how much is sold for, and who the seller was to ensure each seller gets the money they've earned)
- Shopping bags
- Extension cords (for testing items)
- Batteries (for testing items)
- Light bulbs (for testing lamps)
- CDs, tapes, videos, etc. for testing audio/video equipment
- Tape measures
- Clothes hangers
- Clothes line, chain, or rack (or hang on fence, sturdy awning, etc.)
- Display tables, blankets, shelves
- Bulletin board and tacks (for displaying jewelry)
- Clear zip top bags for grab bags
- Supplies for the refreshment stand
- Snacks and drinks for sellers and helpers