

# THANK YOU

for visiting The Organization Toolbox!

Included in this download is your free  
**ULTIMATE GARAGE SALE  
PREP KIT**

from



Please remember these files are  
**FOR PERSONAL USE ONLY**

## INSTRUCTIONS:

2-4 weeks before a garage sale, print out the included printables and price tags.

Sorting and category signs should be printed on heavy cardstock and laminated for use before and during a garage sale.

Price tags should be printed onto Avery 8167 Return Mailing Address sheets and trimmed down to size.

Concept and Formatting: Megan Duesterhaus, The Homes I Have Made  
For more information on how to use this printable, visit:

<http://thehomesihavemade.com/2016/03/the-ultimate-garage-sale-prep-kit-a-free-printable/>





## 2-4 weeks before sale

- Set sale date
- Coordinate date with community/neighbors
- Arrange for childcare, if necessary
- Obtain any necessary permits
- Begin identifying items to sell

## 1 week before sale

- Assess weather forecast and adjust sale, if necessary
- Advertise sale online (Craigslist, Facebook groups)
- Reserve tables/clothing racks, if necessary
- Confirm childcare, if necessary
- List larger and more valuable items for sale online
- Make large, vibrant signs to post around neighborhood
- De-clutter and identify items to sell in the:
  - Kitchen
  - Dining Room
  - Family and Living Rooms
  - Bedrooms
  - Closets
  - Basement
  - Playroom
  - Office/Craft Space/Workshop
  - Laundry and Utility Rooms
  - Outdoor Spaces
  - Garage

## 2-3 days before sale

- Print (and laminate) category signs, if desired
- Sort items to be sold into categories using signs
- Download, print, and cut price tags
- If doing a group sale, have participants drop off items
- Bag up or tape together items with multiple pieces
- Get at least \$20 in small bills and coins to make change
- Ensure small appliances and electronics have manuals/cords/chargers
- Pick up tables/clothing racks, if necessary
- Take pictures of all items and update online sale listings
- Remove online pictures/listings of any sold items
- Place items in original packaging if you have it
- Place large signs on corners and streets near sale site
- Test old/un-used electronics to ensure working order
- Remove pictures from frames
- Check pockets/purses for change
- Check furniture for valuables
- Collect plastic or brown paper bags for shoppers to use
- Pick-up snacks/refreshments

# the ultimate GARAGE SALE CHECKLIST

## night before sale

- Finish categorizing items for sale
- Setup tables and determine what items will go where
- Lay out and set up as much as possible in a garage, fenced-in backyard or other securable space
- Put together any items that will sell better assembled
- Price every single item
- Set coffee pot, if necessary
- Set out clothes
- Set alarm clock for (at least) 30 mins prior to sale start time

## day of sale

- Move all staged/setup displays to your selling space
- Setup anything that requires assembly
- Take pictures of your sale and update online listings
- Ensure all items are visible and priced
- Have an extension cord on-hand to test electric items
- Consistently re-arrange and move items around as things get picked over to keep things looking fresh
- During lulls in traffic, transfer any large bills or accumulations of cash to a safe place
- 1-2 hours before the end of the sale, consider slashing prices or removing price tags
- Offer cookies, donuts, or coffee!

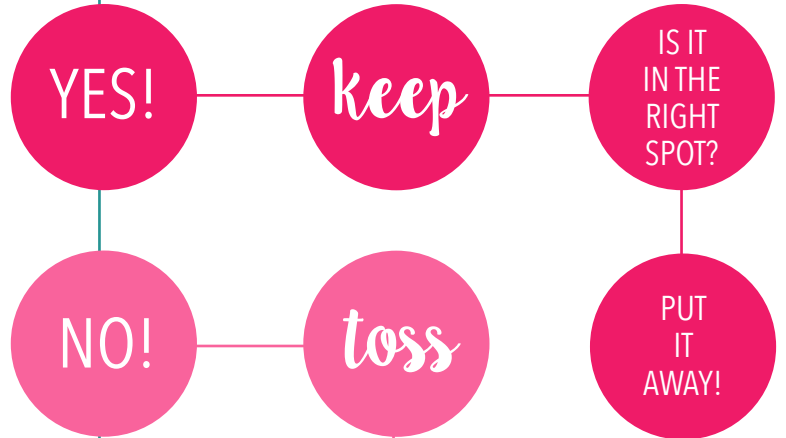
## after sale

- Take down any online listings
- Take down any signs around the neighborhood
- If allowed, leave items out (for the afternoon or overnight) with a FREE sign
- Determine what leftover items should be donated, trashed, or sold online
- Take items to donation center as soon as possible
- Before disassembling/re-packaging un-sold items, take pictures for online listings
- Post leftover items online as soon as possible
- Return tables /clothing racks
- Deposit cash/checks, if necessary

# the ultimate CLEAN OUT WORKSHEET

start here

- Do you love it?
- Do you use it?
- Do you happily display it in your home?
- Is it a precious family item, antique, heirloom?
- Is it in good and/or working condition?
- Do you have space for it?
- Do you have a good reason to store it for future use?



## sell

- Gently worn/used items
- Items that are complete, undamaged, and still useful
- Small appliances
- Books & movies
- Tchotchkes
- Home decor items (lamps, rugs)
- Kid/baby toys and items
- All items listed below

### best sold online

- Complete sets of items (dishes)
- Furniture & large home decor items
- Like-new clothing
- Jewelry
- Collections
- Electronics
- Valuables
- Anything you want decent money for

### places to sell online

Craigslist  
Ebay  
Local Buy/Sell/Trade Pages  
Online Yardsale pages

## donate

- Kitchen & dining items
- Furniture
- Gently-used clothing & jewelry
- Electronics
- Items that are complete, undamaged, and still useful
- Books & movies
- Tchotchkes
- Home decor items (lamps, rugs)
- Anything not sold in garage sales

### thrift stores

Goodwill  
Salvation Army  
Habitat for Humanity Re-Stores  
Local organizations

### other donation spots

Scout troops  
Schools  
Libraries  
Churches  
Shelters  
Non-profit organizations  
Friends/neighbors/family

## trash

- Any items that are broken, damaged or incomplete
- Any items that have an odor (pet, smoke, mold)
- Any items that are very worn/used
- Any items that are soiled/stained
- Any items that have been recalled
- Any items passed an expiration date
- Any items that can't be packed (if moving)

### be responsible!

SOME ITEMS  
CAN'T BE PUT IN THE TRASH!

Paint | Batteries | Light Bulbs  
Electronics | Cleaning Fluids  
Medicines | Lawn & Garden Chemicals  
Tires | Appliances

PLACES TO TRASH  
HAZARDOUS MATERIALS:

Home Depot | Lowes | Local Dumps

PUT  
AWAY

TRASH

DONATE



SELL  
ONLINE

GARAGE  
SALE

HOME  
DECOR

FURNITURE

BUILDING  
MATERIALS

CLEANING  
SUPPLIES

OFFICE  
ITEMS

CRAFT  
SUPPLIES

BABY  
ITEMS

BABY  
CLOTHES  
SIZE:

CLOTHES

MEN

SIZE:

CLOTHES

WOMEN

SIZE:

TOYS  
& GAMES

ELECTRONICS



FITNESS  
EQUIPMENT

SPORTS  
EQUIPMENT

TOOLS

GARDEN  
SUPPLIES

MOVIES

BOOKS

# KITCHEN ITEMS

# DINING ITEMS

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