

Here's a **yard sale checklist** to help you stay organized and ensure a successful fundraiser for the Pope Francis Center.

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### ✓ **PLANNING (2-4 Weeks Before)**

- ✓ **Set a Date & Time** – Choose a weekend morning for high foot traffic.
  - ✓ **Find a Location** – Yard, community center, church parking lot, or school.
  - ✓ **Get Permits (if needed)** – Check local regulations for sales or signage.
  - ✓ **Recruit Volunteers** – Assign roles (setup, sales, checkout, clean-up).
  - ✓ **Gather Donations** – Ask supporters, businesses, and community members for items.
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### ✓ **ITEM COLLECTION & PRICING (1-2 Weeks Before)**

- ✓ **Sort & Organize Items** – Clothes, books, electronics, furniture, etc.
  - ✓ **Clean & Test Items** – Ensure everything is in good condition.
  - ✓ **Price Everything Clearly** – Use stickers or tags (\$1, \$5, \$10 bins).
  - ✓ **Create a "FREE" Section** – To attract more buyers.
  - ✓ **Bundle Small Items** – Sell books, toys, or accessories in sets.
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### ✓ **MARKETING & PROMOTION (1-2 Weeks Before)**

- ✓ **Create Social Media Posts & Event Pages** – Use Facebook, Instagram, and WhatsApp.
  - ✓ **Advertise on Local Platforms** – Craigslist, Nextdoor, community boards.
  - ✓ **Distribute Flyers & Posters** – Post in coffee shops, libraries, and stores.
  - ✓ **Use Yard Signs** – Place directional signs around the neighborhood a few days before.
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### ✓ **DAY BEFORE SALE**

- ✓ **Set Up Tables & Displays** – Organize by category for easy browsing.
  - ✓ **Prepare Payment Methods** – Cash, Venmo, Zelle, PayPal, or credit card reader.
  - ✓ **Gather Supplies** – Bags, extra price tags, calculator, markers, tape.
  - ✓ **Prepare a Donation Jar** – Some visitors may prefer to donate.
  - ✓ **Confirm Volunteers** – Remind them of their roles and arrival time.
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## ✓ SALE DAY

- ✓ **Start Early** – Be ready **at least 30 minutes before** the announced time.
  - ✓ **Have Change Ready** – Small bills (\$1, \$5, \$10) and coins.
  - ✓ **Use Signs for Prices & Discounts** – E.g., "Buy 2, Get 1 Free" deals.
  - ✓ **Offer Refreshments** – Lemonade, coffee, or baked goods for extra sales.
  - ✓ **Engage Shoppers & Encourage Donations** – Share PFC's mission (flyers will be provided).
  - ✓ **Track Sales** – Keep a simple log of earnings and popular items.
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## ✓ AFTER THE SALE

- ✓ **Thank Buyers & Donors** – Post updates on social media.
- ✓ **Donate Unsold Items** – Give to thrift stores or shelters.
- ✓ **Calculate Funds Raised** – Share results with supporters.
- ✓ **Follow Up with Supporters** – Invite them to connect with the Pope Francis Center to stay up to date with future events.