

# 10

## step plan

### How to hold a garage sale

#### 1. Set your goals

Set yourself a clear goal of what you want to achieve from the garage sale. Be specific, I want to raise \$1,000 from sales and \$200 from donation tins. This will help you put your plan and budget together.

#### 2. Plan, plan, plan

Prepare a checklist. Think about all the jobs you will need to do in lead up to the event and during. Will the garage sale be held at your house? What date and what time? How will you attract people to your sale? Do you need to hire equipment - tables? Who is collecting the cash? Who is setting up the items for sale? Do you need to consider any contingency plans – what could go wrong?

Include all the things you need: refreshments, equipment and transport. This will help you remember what you have / haven't already done.

#### 3. Delegate

Write a running sheet. Break down your plan into steps of what needs to be done. If you have a group of people helping you, assign them jobs. Always think about what people are good at when allocating tasks. Be clear on the timetable for each job, some jobs can't wait. Always allow more time than you think. Don't do it all yourself!

#### 4. Will this event raise money

Go through your plan and determine a budget. List all of the costs and subtract total costs from your fundraising target. What's left – is this the amount you want to raise. Rethink your plan if necessary. Your total fundraising should be at least double the amount your spending otherwise it may not be worthwhile.

#### 5. Plan your advertising

Think about how you plan to let people know about your garage sale. Can you place flyers down your street? Get your friends to spread the word. Place posters on community noticeboards in the area. Can you advertise in the local newspaper?

#### 6. Get Support – ask for donations

Ask any local businesses if they will donate an item to you for your sale. In return you can include signage at your sale. Ask your friends / family if they have anything they no longer want.

#### 7. What are some of the things I need for my garage sale

When holding a garage sale, keep in mind that you are inviting strangers onto your property. Make sure that items / doors / gates are secure and people are not able to get where you don't want them.

**Petty cash:** Will you need change for the goods sold.

Have a calculator handy to add up the sales.

Have a money box or money belts to keep the money secure.

**Receipts:** If a person purchases an item, they will require a receipt.

**Refreshments:** Will you have a sausage sizzle or sell drinks, or cakes. If so, this will require a permit.

**Donation tins:** If you give people small change they will often put it into a donation tin. Have one nearby for this reason. They may ask for a tax deductible receipt for the donation.

**Electricity and batteries:** People will want to see that the items work. Have access to electricity and batteries to display that the items operate.

**Wrapping:** Have plenty of old newspapers to wrap anything fragile in.

#### 8. Equipment

You will require tables to place items of sale on. Seating might also be required.

#### 9. Keep it legal

Investigate if you need any special permissions or licences. Do you require public liability insurance? Will people be making donations – do you need tax deductible receipts. Are people buying items from you – this requires a different type of receipt. You also need your 'authority to fundraise' from us. If in doubt, contact us.

#### 10. Bank & thank

Funds raised must be banked with MS Australia within 1 month of the event. Keep records of all the money spent and received. Return any receipt books you have requested. Thank everyone who helped and thank all your sponsors.