

YARD SALE Potential Duties/Assignments

Yard sale duties can be handled by a group of individuals, but there should be one or two overall coordinators to oversee the project.

Co- Coordinators:

- Establish date and times for yard/furniture sale, approved by PW Council and Session; Set cutoff date for donations; Establish days and times for setup
- Put signup sheets in Narthex for volunteer leaders with specific job titles include parking
- Select, organize and meet with the leaders listed below:
- Help establish price lists for markers and cashiers
- Put signup sheets in Narthex for volunteers with specific job titles for days of sale, include parking
- Establish how many rooms/places, tables, chairs needed; garden in courtyard, etc.
- Prepare signs for tables to show where things go: bedding, electronics, dishes, etc.
- Decide when and how to have a reduced item sale on last day
- Firm up duties of volunteers
- Have name tags and carts available
- Thank you in bullet/mustard seed
- Make arrangements for someone or charity to pickup unsold items
- Select, organize and meet with the following leaders:
 - Markers/Pricers
 - Compile marking boxes & buy supplies if needed: pens, markers, tags, labels, string/rope, tape, safety pins, rubber bands, stapler/staples, small & large ziplock plastic bags
 - Get boxes for books from Sam's/Cosco
 - Collect newspapers for wrapping, boxes and bags
 - Match lids to containers and buy new ones if needed
 - Put in Mustard Seed and Bulletin that items are being accepted in (month) – arrange for someone with a truck to pickup items if requested
 - Request volunteers for marking and organize a day and time each week or every two weeks depending on quantity of items – e-mail date and time to markers; include men to carry boxes
 - Marking - Try to start at 9:00 AM – setup prior (tables/chairs)
 - Setup price lists for common items; glasses, cups, dishes, bedding, etc.
 - Label storage containers for separation of items: sports; electronics; kitchen, etc.
 - Boutique, collectables put in sewing room closet; jewelry in sewing room cabinet; books in laundry room
 - Store filled bins in POD.

- Publicity/Advertising
 - Schedule advertising: Cecil Chandler 742-9802; Newspaper Ads; HTC; Coffee News; Mustard Seed, Bulletin
 - Yard Sale flyer for posting to congregation, Y2K, Learning Tree, etc.
 - Put on social media/facebook, etc.
 - Post event on church outdoor sign
 - Monday before yard sale, put up big sign
- Furniture
 - Establish price list
- Head Cashier
 - Obtain at least 4 cashiers for each day; calculators, paper, pens, price list, etc.
 - Setup cash boxes with change
 - Count money and make deposit
 - Prepare final financial report
- Bake Sale
 - Sign-up sheet for donation of baked items
 - Establish price list
- Food
 - Sign-up sheet for servers
 - Establish menu and price list
 - Buy food items for resale
- Boutique/Collectibles
- Christmas
- Jewelry
- Garden
- Housewares
- Electronics
- Books
- Linens
- Sports
- Setup crew
 - Setup tables, chairs, etc. two days prior to sale
 - Buy water and food/sandwiches/donuts for setup day before for volunteers
- Cleanup crew
 - Tear down tables/chairs
 - Cleanup trash
 - Sweep gym floor

Yard Sale TimeLine

December:

- Compile marking boxes & buy supplies if needed: pens, markers, tags, labels, string/rope, tape, safety pins, rubber bands, stapler/staples
- Small & Large ziplock plastic bags
- Get boxes for books from Sam's/Cosco
- Collect newspapers for wrapping and bags
- Match lids to containers and buy new ones if needed

January:

- Establish date and times for yard sale, approved by PW Council and Session
- Put in Mustard Seed and Bulletin that items are being accepted in January – arrange for someone with a truck to pickup items if requested
- Request volunteers for marking and organize a day and time each week or every two weeks depending on quantity of items – e-mail date and time to markers; include men to carry boxes
- Marking - Try to start at 9:00 AM – setup prior (tables/chairs)
- Setup price lists for common items; glasses, cups, dishes, bedding, etc.
- Label storage containers for separation of items: sports; electronics; kitchen, etc.
- Boutique, collectables put in sewing room closet; jewelry in sewing room cabinet; books in laundry room
- Store filled bins in POD.

February thru July:

- Same as above
- Establish head volunteers for each station: food, bake sale, garden, jewelry, Christmas, furniture, sports, electronics, boutique/collectibles, cashiers, etc.
- Have a meeting with above to go over responsibilities and get the ball rolling
- July – start plants for sale

August:

- Schedule advertising: Cecil Chandler 742-9802; Newspaper Ads; HTC; Coffee News; Mustard Seed, Bulletin
- Yard Sale flyer for posting to congregation, Y2K, Learning Tree, etc.
- Put on social media/facebook, etc.
- Establish cashier price list

- Put signup sheets in Narthex for volunteers with specific job titles include parking
- Establish days and times for setup
- Establish how many places, tables, chairs needed; garden in courtyard, etc.
- Prepare signs for tables to show where things go: bedding, electronics, dishes, etc.
- Make arrangements for someone or charity to pickup unsold items

September:

- Post event on church outdoor sign
- Monday before yard sale, put up big sign
- Set cutoff date for donations
- Decide when and how to have a reduced item sale on last day
- Buy water and food/sandwiches/donuts for setup day before for volunteers
- Firm up duties of volunteers
- Have name tags and carts available
- Establish duties of cashiers – calculators, paper, pens, price list
- PW Treasurer to count money and make deposit
- Tear down tables/chairs
- Cleanup trash
- Sweep gym floor
- Thank you in bullet/mustard seed