

Holding a Sale: A Checklist

Follow these steps to organize and prepare for your sale. Check off each step as you complete it. (See pages 43–45 for more information about each step.)

- 1. Get permission and help from a parent or guardian.**
My adult helper is: _____
- 2. Pick a location.**
My sale will be at: _____
- 3. Pick a date and time.**
Date: _____
Time: _____
- 4. Find additional helpers.**
My extra helpers are: _____

- 5. Advertise.**
 - I put up posters.
 - I told family, friends, neighbors, and people at school.
 - I took down the posters after the sale.
- 6. Get change and make a plan for storing cash.**
I will keep my cash in _____
- 7. Set-up is complete.**
 - I cleaned the items.
 - I priced my items.
 - My adult helper approved my prices.
 - I know how and when I will set up.
- 8. During your sale, be friendly, polite, and responsible.**
- 9. At the end of the sale, clean everything up.**
- 10. Count your money and relax!**

My Business Plan

Complete each of the following sections to create your business plan.
(See pages 50–51 for an example of how to complete this outline.)

My idea: _____

How I'll advertise: _____

My expenses: _____

My cost per unit: _____

How much I will charge: _____

How much I'll make: _____

After creating your business plan, hold on to it. Update it as you change your idea (or have brand-new ideas), discover new costs, or decide to change how much you will charge. Remember, the goal is to make money! So make sure you charge enough to cover your costs and your time.