**Handy Guide to Organising a Jumble Sale**

**At the Start**

1. Choose a date and pick a venue for your jumble sale. Be aware of other events that may be taking place at the same time (School Fetes etc.) and try to avoid obvious clashes.
2. Decide what you want to collect and sell – you may want to exclude certain items such as electricals, unless you can test them first.
3. Make sure you have a clean, dry and accessible storage facility – you will have lots of sorting to do.
4. Start to warn people as soon as possible that you are having a Jumble Sale.
5. Start collecting boxes and supermarket crates for sorting – the more the merrier!! It makes sorting much easier.
6. Think of additional ways to generate income from this event such as an admission fee (we had £1, with kids go free) refreshments, raffles, craft tables, etc. You get one bite of the cherry – be sure to maximize it. Consider asking local crafts people to attend and charge them £5 for a table.
7. Work out what you are going to do with the excess stock. Clothes could go into charity bags, some items could be sold on EBay or bags could be filled and sold for a small amount per bag.

**Four to Six Weeks Before the Sale**

1. Design a poster/flyers – possibly with a theme to stand out from the crowd. Feel free to use the TOTM poster that is included within this pack.
2. Come up with a publicity plan to include your churches, schools, local area and social media. TOTM will, of course, place the event on their website and advertise on their social media platforms, so make sure you let us know all the relevant details.
3. Organise some collection dates, but also somewhere bulk loads can be dropped off.  People will inevitably leave it until the last minute, but if you are in need of more of certain items, you have a chance to ask for them.
4. If you can, flyer your local area asking for donations.  It adds to the community feel of the event.
5. Ask for help – you will need lots of it on the day, to put items out and man the stalls. Use your connections and social media to the max to recruit helpers.
6. Come up with a rota across the stalls, and make sure people know what they are doing.

**Just Before the Event**

1. Sort out transport – how are you going to get your stock, if it is off-site, to the venue and back again?  You may need volunteers that are prepared to assist with transportation.
2. Make sure everything is pre-sorted. Some jumble sales don’t do that, but you will find that a lot more gets sold because people were able to go directly to what they were interested in.
3. Organise floats for each stall and come up with a pricing policy!  Make sure prices reflect the quality of the items, but also what people expect to pay at jumble sales.   Make sure you research what some of the more valuable items go for on EBay and come up with a minimum price for those for somebody to buy on the day.  You can always EBay afterward if they don’t sell.

**On the Day**

1. Move your stock to the venue, in plenty of time!
2. Set it out in good order on the tables, under tables, in boxes, etc.  You may want to get some hanging rails to hang school uniform, coats, dresses and fancy dress.
3. Set up and mark a queuing system!! The pros will be there in force, and need to know there is order!
4. Think about reducing prices for the last hour, especially if you have a lot of stock.

**At the End**

1. Pack up the excess stock and either store or distribute to the places you have pre-determined!
2. Sell any leftover items you think are worthwhile on EBay.
3. Give yourselves an enormous pat on the back!

