



CHECKLIST FOR SALES EVENTS

Here are some things that you will need to think about before each sale.

1. Check your team's availability to sell on chosen date
2. Request permission to sell in chosen location
3. Agree time you can arrive and how long you can stay
4. Confirm selling times and locations with your team (and parents!)
5. Work out how you are going to get to sales location with all your stock
6. Find the equipment you require
 - Table
 - Gazebo (if outside and forecast is bad)
 - Cash tin
 - Float (some change to give to your first customers)
 - Decorations for your stall
 - Challenge posters, card showing how much money you are giving to charity
 - Price list
 - Any thing else you might need for your sales event
7. Get hold of things you need to make and package your products
8. Agree where and when you are going to produce your products
9. Get hold of any packaging you need
10. Advertise and promote your sales event

Good luck, have fun and remember to wrap up warm if you are selling outside