

Create a table with 4 columns to organize your information for garage sale participants. Contact everyone; preferably by phone but possibly email. Assure them you received their information; ask for anything missing; like items for sale or address. Thank them for participating and if they need anything give you a call.

X	Name – Phone	Address	Garage Sale Items
	John and Mary Smith 972-618-1234	1234 Chad St	Baby clothes, bike, furniture
	Bill and Sue Martin 214-555-2223	2334 Chad St	Toys, kitchen items, lawn mower
	Sally Johnson 972-618-5435	3421 Skip Dr	
	Bob Maxwell bmaxwell@yahoo.com		

Once you hit your deadline for participating; finalize your list. Possibly rearrange according to neighborhood layout. Save the document G SALE SPRING 2011 and keep as your original for back-up. Then 2 SAVE AS for name and address AND SAVE AS for map. Then make the following changes.

X	Name – Phone	Address	Garage Sale Items
X	John and Mary Smith 972-618-1234	1234 Chad St	Baby clothes, bike, furniture
X	Bill and Sue Martin 214-555-2223	2334 Chad St	Toys, kitchen items, lawn mower
X	Sally Johnson 972-618-5435	3421 Skip Dr	Dishes, books, exercise equipment
X	Bob Maxwell 214-442-4532	2231 Skip Dr	Misc
	Tanya and Charlie Brown 214-555-2223	3422 Baker Ln	Toys, kitchen items, lawn mower

X	Name – Phone	Address
	John and Mary Smith 972-618-1234	1234 Chad St
	Bill and Sue Martin 214-555-2223	2334 Chad St
	Sally Johnson 972-618-5435	3421 Skip Dr
	Bob Maxwell 214-442-4532	2231 Skip Dr
	Tanya and Charlie Brown 214-555-2223	3422 Baker Ln

Use this when you deliver your maps and signs as a checklist.

Refer to this when you visit everyone during the sale for quick reference to names and address.

Address	Garage Sale Items
1234 Chad St	Baby clothes, bike, furniture
2334 Chad St	Toys, kitchen items, lawn mower
3421 Skip Dr	Dishes, books, exercise equipment
2231 Skip Dr	Misc
3422 Baker Ln	Toys, kitchen items, lawn mower

This will be placed on your garage sale maps.

*Depending on the size of your neighborhood map and number of garage sale participants your garage sale maps can be single or double sided.