

CHECK LIST FOR STORES

1. PREPARE AND GATHER email or mail list.
Prepare to send out.
2. PUT UP NOTICES on windows and in store OF THE PENDING AUCTION.
3. PUT UP NOTICES OVER ITEMS FOR AUCTION.
4. PUT UP THE BOX FOR EMAIL ADDRESSES BY THE CASHIER.
5. PUT CARDS FOR EMAIL ADDRESS NEXT TO BOX.
6. PREPARE CLASSIFIED ADS FOR LOCAL NEWSPAPER IN AUCTION SECTION if applicable.
4. GIVE OUT THE DIRECTIONS OF HOW TO GO TO THE AUCTION WITH THE LIST OF ITEMS FOR PREVIEW.
5. PASS OUT HOW TO BID BROCHURE.