

# 2012 Annual MI Yard Sale Planning Checklist

6th annual yard sale will be on Saturday July 25th, 2015.

Review and execute any action items you are responsible for by doing the following:

1. Press "Ctrl" + "F" and type in your first name like "Pete".
2. See the count ("Pete" has 30) then click "down" arrow to find each occurrence of your name.
3. Complete your task.
4. If you want to change something in this document, **highlight** what you want to change, click "Insert", click "Comment", type the change, click "Comment (to save)". I will get a notification and will make the change or discuss it with you.

## Annual MI Yard Sale Planning Checklist

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Go to [MI-EP - Google Groups](#)

Click "Ctrl" (or "Cmd") + "F" to find/search for items.

1. Search for your name to find your tasks.
2. Search for "\*\*\*" to id next KEY action items

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## Event insurance

- [2013 discussion](#)

## FAQs

<http://www.miep.us/home/annual-yard-sale#TOC-Frequently-Asked-Questions>

## Donated items

If someone wishes to drop off items to donate for the sale, ???

## Sellers (10 onsite sellers, 2 offsite sellers at one location)

Maximum number of sellers

- 2013 - Plan for 12 sellers on the grass (9 on the north, 3 on the south lawns) as an ideal,
- 2012 - Max 10 sellers; add 3-4 in south (yellow) area next to bldg; 4-5 car parking in front.

## 2013 Fire Hall Sellers

\*\*\*2014 - Note: Make sure to get phone numbers of ALL sellers so we can call them in case we need to cancel the Yard Sale.

1. Joyce and Tom Gordon [salmonberry@comcast.net](mailto:salmonberry@comcast.net)
2. Constance Fairchild [fairchildconstance@yahoo.com](mailto:fairchildconstance@yahoo.com)
3. Scott Cassill [scotto@olympus.net](mailto:scotto@olympus.net) 2710 E. Marrowstone 385-2776
4. Kurt Steinbach [kurtsteinbach@hotmail.com](mailto:kurtsteinbach@hotmail.com) 385-1045
5. Patricia Earnest [pjearnest@earthlink.net](mailto:pjearnest@earthlink.net)
6. Mike and Pam Coffeen [plcoffeen@msn.com](mailto:plcoffeen@msn.com)
7. Jim Leonard [jamesstevenleonard@gmail.com](mailto:jamesstevenleonard@gmail.com)
8. Linda Goodman [lindeese@aol.com](mailto:lindeese@aol.com) 253-939-8548 or call/text cell 253-347-3206
9. Rita Kepner [rita.kepner@email.wsu.edu](mailto:rita.kepner@email.wsu.edu) (willing to share space)
10. James Frazier [james@confiso.com](mailto:james@confiso.com)

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## 2012

1. Debbie and Bob Williams [djmaley@q.com](mailto:djmaley@q.com)
2. Kurt Steinbach [kurtsteinbach@hotmail.com](mailto:kurtsteinbach@hotmail.com)
3. Patricia Earnest [pjearnest@earthlink.net](mailto:pjearnest@earthlink.net)
4. Marty Loken & Marjiann Moss 7534 Flagler Road (360) 301-6737  
[Marty@islandboatshop.com](http://Marty@islandboatshop.com)
5. Joanne and Earl Pickering [deepsix@olympus.net](mailto:deepsix@olympus.net)
6. Mike and Pam Coffeen [plcoffeen@msn.com](mailto:plcoffeen@msn.com)
7. Jacquie Witt, 269 Mumby Road [jacquelinewitt2011@hotmail.com](mailto:jacquelinewitt2011@hotmail.com)
8. David Carter and Geneva Austin of 2740 E. Marrowstone [cartau@earthlink.net](mailto:cartau@earthlink.net)
9. Paula McCammon [paulapmc22@yahoo.com](mailto:paulapmc22@yahoo.com)
10. Kate Deslauriers [kate@kayaker.net](mailto:kate@kayaker.net) 385-9521 430 Meade Rd

### *Cancellations/no shows*

1. Mimi and Vern Stark (canceled)
2. Hank Snelgrove (canceled)
3. Mike Zimmerman (canceled)

### *MIEP Sellers (?)*

1. Heidi (For Hubbard's stuff and drop off items for ?)
2. ?? Janet (is Willie into selling?)
3. Pay what you will table (items donated to MIEP for sale or giveaway)

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## MIEP displays

1. MIEPers
  - a. Pete - Use Al Smith's (1) table inside S12 for MIEP display
  - b. Owen - (2) card tables - one for his MIEP DB updates

## Satellite Sales Plan

### 2013 Satellite sellers

1. Marge Illman, Pete and Heidi Hubbard [illman@olympus.net](mailto:illman@olympus.net) , [Hubbard@waypoint.com](mailto:Hubbard@waypoint.com)

### Signage (Satellites, Flagler, Oak Bay?)

1. \*\*\*2014 - We need to define MIEP at the Yard Sale - in maybe several places.
2. Consider making a sign to place at the intersection of Oak Bay Road and Flagler Road.
3. Make extra Logo signs for satellite MIEP Yard Sales.
  - a. Add to March announcement
  - b. Map on website
  - c. Each Sat seller gets PDF files to print out (map, logo sign page (not a real logo sign), agreement form,

## Wish list/budget

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## Chronology of activities

### August - December - Discuss date for next yard sale

1. 7/22/2013 - Discuss "drop offs". [Webpage](#); [discussion](#)
2. As soon as the new date has been set, Pete will change all dates herein to align with it.
3. The 2013 MIEP Yard Sale will be on Saturday 7/27/2013. Next Yard Sale dates: 4<sup>th</sup> Sat. in July: 7/27/2013, **7/26/2014**, 7/25/2015, 7/23/2016, 7/22/2017, 7/28/2018, 7/27/2019, 7/25/2020, 7/24/2021, 7/23/2022,
  - a. \*\*\*2014 Please add your initials if you agree that the 4th annual yard sale will be on Saturday July 26th, 2014 (7/26/2014). HPH,

## February - March

1. \*\* Feb: Mike to request use of the station
  - a. If no, Mike and Kurt can put some heat on them to change their mind
2. Owen: Call Sheriff's office (385-2322) to ask for traffic control help from retired officers. Do it now so we get them and not Port Ludlow Days (7/13/2012) ([GG](#))
3. Encourage satellite on island sales on the same day.
4. Use orange vests. [eBay \\$12](#) ~~Too expensive \$100~~ [Amazon \\$8](#)
5. Food ?? to pull people into the fire hall.
  - d. consider MysteryBaySeafood - clam bake
  - e. Bagels To Go
  - f. hot dog lady; baumberger; janette travis; candice's; Hope; Tom (Store)

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## April, May and June: Once a month posting to Island Net

### April

1. MIEP meeting on 4/21/2014
2. Fine print of the poster: When a seller asks to be registered, we ask seller to commit to not starting their sale prior to hearing some audible (air horn - short blast into woods) at 10 am.
3. Pete adds references to MI Yard Sale and updates countdown clocks on both sites,
  - a. MI Info - [What's new on Marrowstone Island?](#)
  - b. [MIEP web pages](#)
4. April posts to the MI ND; Pete updates "footer" on Yahoo
  - a. 4/?/2014 - Mike C: Create a MI ND event then a Yahoo post using the following previous posts by Kurt.
  - b. [4/12/2013](#) - Kurt"
  - c. [4/22/2012](#) - Kurt: we got about 2-3 sellers in 2012

### May

1. MIEP meeting on 5/16/2014
2. Scott Cassill wants a space
3. Review "[Satellite Sales Plan](#)"
4. Verify sound system with Owen.
5. May posts to the MI ND; Pete updates "footer" on Yahoo
  - a. 5/?/2014 - Mike C: Add a Reply to your MI ND event then a Yahoo post using the following previous posts by Kurt.
  - b. [5/20/2013](#) - Mike, could you post this to the Yahoo list?

### June

1. MIEP meeting on 6/20/2014

2. Mike C's June posts to the MI ND; Pete updates "footer" on Yahoo
  - a. [6/14/2013 \(by Pete for Mike\)](#) (Kurt agreed to receive emails for sellers.)
3. Plan for satellite sales
  - a. MIEP Team tells Pete who will be a satellite seller (Name, telephone #, address, email address, ?)
  - b. Pete makes and maintains a map showing the location of each satellite yard.
    - i. 7/15 - Deadline for satellite sellers (for map)
  - c. Pete emails the following set of PDF files to each satellite seller
    - i. MIEP logo/yard sale sign
    - ii. Agreement form (What does this look like?)
    - iii. [Island map](#) with all sales shown on it.
4. Increase the exposure of the EP literature. Handouts - Better distribution of MIEP materials March
  - a. Need something visual BANNER "INFO" color
2. Janet sends [June 26th post](#)
3. 6/2? - Paint dates on signs and install
  - a. Pete paints new dates and installs his two signs at triangle in 3" black PVC pipe.
  - b. \*\*\*2014 - Pete needs to make a sign at Flagler/Schwartz for his Satellite Yard Sale.
  - c. Kurt paints new dates and installs his two signs at fire hall.
  - d. Other signs ? (Oak Bay Rd, ?)
  - e. Satellite signs?
  - f. See Google Map of yard sale area at [Annual MI Yard Sale on 7/31 - MI Emergency Preparedness](#) -

## July 1 - Set up signs: Pete at Triangle; Kurt at Fire station

## July 11-21 (a week before the sale)

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1. Patricia sends [this post to the Island Net](#) on July 4th
2. 7/22/2013 - Should this post ([2012](#)) to Bareboards, by Patricia, go out earlier than 7/25 - 3 days before the event - [listed here](#)?
3. Kurt verify Google map at <http://goo.gl/maps/OLTOj>
4. Wed - 7/11 -
  - a. ~~Kurt sends [this post to Island Net](#) about Open Mike, sign up board, first come first served.~~
  - b. Janet sends email to FreeCycle
5. Thu - 7/12 -
  - a. 7/11/2013 - See [www.miep.us/yardsale](http://www.miep.us/yardsale)
  - b. Deadline for satellite sellers to sign up so we can finish the map
  - c. ~~Kurt sends out [this email](#) ([2011](#)) to "Our Emergency Responders (active and retired)".~~
  - d. ~~Kurt [sends this note](#) to EJFR island personnel (Mike, Al, Steve, Ray, Pat)~~

- e. ALL to review the [MI Yard Sale web page](#).
- f. 7/19/2013 - Mike C. arranges for the lawn mowing and weed whacking?
- g. Owen to confirm/remind the Sheriff's office (385-3831) that we "sheriff's auxiliary" help with traffic control. See "[Early June](#)" above.
- 4. Sun - 7/14/2013 - Patricia sent [this note](#) to current sellers. See draft in GG.
  - a. \*\*\*2014 - Send reminder to Sellers to park their cars/trucks inside their sale area, and NOT park in the Buyers area.
- 5. Mon - 7/16 -
  - a. 7/12 - (Draft 7/4) Patricia sends [this community article \(2011\)](#) to the Leader. (week and half before)
  - b. Patricia sends out PAID AD (in the classifies) ad to the Leader AFTER she asks sellers what major items they will be selling and she adds those extra words for a MAX charge to MIEP of \$27.75 (includes link) 2013; ~\$35 NOTE: 7/25/12 Clip Out ad did NOT contain the address; PT Leader page C7 DID.
  - c. Should this post ([2012](#)) to Bareboards, by Patricia, go out earlier than 7/25 - 3 days before the event - [listed here](#)?
  - d. Patricia sends list of sellers to Owen so he can make up the donation envelopes
- 6. Wed - 7/18 -
  - a. Pete posts this [Sunday-before email](#) (discuss with Kurt)
  - b. Pete sends [this announcement](#) (below) to Local2020 (Michael Tweiten, no longer Steve Hamm) for their mailing list and Keppie (FYI)

Send to [Local 20/20](#); Keppie Keplinger (kkeplinger@co.jefferson.wa.us)  
 Subject: For Local 20/20 Announcements

~~Michael, please post this announcement to Local 20/20 and if you have room, please add the link at the bottom. Keppie, FYI. Thanks, Pete~~

~~7/28/12 (Sat), 10AM - 3PM, Marrowstone Island (MI) Fire Station at 6633 Flagler Road. MI "Yard" Sale with 10-20% percentage of sales to be donated to the MI Emergency Preparedness Team for the cause of island emergency preparedness. Details at [www.miep.us/home/annual-yard-sale](#).~~

- 7. Thu - 7/19 -
  - a. Mike will put poster up at the store ~~and ?Valley Tavern.~~
  - b. If under 10 sellers, on 7/21 we discuss opening it up to off-islanders. We decided not to do that in 2011.
  - c. We need a total of 14 donation jars:
    - i. 1 for each seller table = 11;
    - ii. 2 for satellite sales tables;
    - iii. 1 for MIEP display table
    - iv. 1 for Owen's table
    - v. 2 extras.
    - vi. TOTAL = 17. \*\*\*2014 - Pete needs to reprint all of the donation jar signs

that now explain what MIEP means.

8. Sat - 7/20/2013 - Kurt will send an email to sellers that say rules of engagement. ([2012](#))
  - a. ~~Kurt, please consider adding the following line to your note: "Pete Hubbard will be by your selling area just before we open up to buyers to take a picture of you and your area if you wish."~~

### July 22-26 (2-6 days before the sale)

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1. ~~Mon - 7/23 - Kurt [sent this note](#) to EJFR island personnel (Mike, Al, Steve, Ray, Pat) + suggest this be posted 2 weeks earlier around 7/14.~~
2. Friday before the sale - Kurt reposts this email for the LAST EMAIL. (I discuss with Kurt) posts [this Island Net message](#) for Buyers to arrive at 10 am ([GG](#))
3. ~~7/26 - Mike copies [Mike Zimmerman's post](#) to Island Net~~

### Fri - 7/26/2013 -

1. \*\*\*2014 - If you can't respond to calls or emails from sellers tonight, please let all of us know so we can be available.
2. Update and print off "Donation envelope insert" ([link](#)) and give to Owen at 9am on Sat.
3. Pete will get change (10-\$1 and 6-\$5s) at the bank on Fri.
  - a. ~~Owen wants \$50 worth - 20 \$1, 6 \$5~~
  - b. Kurt 20 - \$1
  - c. Pete \$
  - d. TOTAL = 50-\$1 and 12-\$5 = \$110

? - 7/2? - *Last meeting before the sale. Meet at fire hall - walk thru and PUNCH LIST*

Meet at the fire hall at 10 am for a walk-around. (See [Kurt's note](#) to EJFR island personnel (No one responded in 2012))

1. Decide where the mike should be & the speakers & the method of keeping them out of the rain. Kurt suggest placing it near the open equipment bay doors; probably near the flag.
2. Mark the perk holes with cones for safety. Who will be responsible for checking that they stay in place?
3. ~~Sweep the firehouse.~~
4. ~~Conduct a short training session Wed. with the different FRS radios~~
5. ~~Wash vehicles (not done in 2012)~~
6. ~~weed whacking? (Not needed for 2012).~~
7. cut and remove nettles and blackberries
8. ~~Bring tools to cut limbs on tree~~
9. ~~polish brass plaque on rock at annex.~~
10. Pete brings ground spray paint and 100 ft measuring tape to mark
  - a. center line (35 feet from fence) of buyer parking area
    - i. \*\*\*2014 - Make walkway about 2 ft wider to the east per Janet [here](#)



- b. ~~slanted lines for parking near annex area; add "X" in road access around annex~~
  - c. Plan for 12 sellers on the grass (9 on the north, 3 on the south lawns) as an ideal,
11. ~~Decide if we need to meet at Pete's to review, edit as needed and finalize the tasks from now (7/25) thru to after the yard sale — a post mortem. (No needed in 2012)~~

Patricia posted this note to bareboards - ([2012](#))

Kurt sent this "Reminder" to the EFJR Chiefs ([2012](#))

## July 27 (the day before the sale)

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1. GO-NO GO decision if key personnel are not available ([2013 Discussion](#))
2. Update and print off "Donation envelope insert" ([link](#)) and give to Owen at 9am on Sat.
3. Mike & Kurt will prepare the area.
  - b. Owen prints business envelopes for sellers (listed at the top of this GD) to return donations to him to include name/number and "Return env. to Owen at 3 pm" .  
Make about 6 extra envelopes for sellers who show up late.
  - c. Mike recuts grass, if necessary.

## July 28 (Yard Sale day)

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*8 - 9 am - MIEP area setup in and around the firehall*

1. Pete brings ground spray paint to "freshen" center line for buyer parking area.
2. Pete brings his camera to take general photos ~~as well as a shot of each vendor at their "table".~~
3. Help Owen with sound system.
4. Janet will bring flags to mark areas. Everyone parks on road side.
5. Mark the perk holes for safety & who will be responsible for checking that they stay in place?
6. Park fire truck and ambulance in driveway, clear fire hall (See photos: 2013; [2012](#))
7. place flag markers for parking
8. drive "T" posts or saw horses and rope for annex driveway
9. run up flag
10. Each team member has a walkie-talkie (I will bring 3 FRSs; Owen will bring 2 FRSs) **set to channel 8, sub-channel 0** so we can communicate with each other during the day about ...
  - a. someone needing help like parking, moving something,
  - b. addressing a question (about MIEP or whatever)
  - c. needing \$ change
11. Pete will ...
  - a. ~~arrive around 8 am to unload (outside the fire hall doors —~~ [See this 2012 pic](#)) his

- ~~2-3 tables, stuff to sell, and some other items that he brought in his utility trailer, and then he will park his trailer outside so he can cover part of it with a tarp and offer it to another seller as cover in case it rains.~~
- b. Maybe bring an easel to display printouts of the MI Info and MIEP websites.
- c. ~~bring two (2) 72"x30" table for Heidi's Table to sell our stuff and any donations to MIEP. See "Hubbard's table" in the map.~~
- d. ~~Pete will park his car so Heidi can get to it easily for potty breaks and lunch.~~
- e. Pete will bring card table for an MIEP Display table for ...
  - i. Pete will place 40 copies of the two-sided blue/white MYN brochures on the MIEP Display table.
  - ii. ~~Pete's MYN "Under the bed" items~~
  - iii. ~~Pete's "Grab and Go Bucket" (does anyone else have one to show?) Prep kit~~ <http://www.ready4kits.com/detail.php?ProdID=CG9000>
    - 1. Grank emergency radio
  - iv. ~~Sign up sheet to subscribe to the Island Net.~~
  - v. Maps?
  - vi. Pete's "Emergency Plan" notebook with pages from the [MI Emergency Preparedness](#) web site
  - vii. Pete places one donation jar on each seller's tables, 2 on MIEP display table; and Owen distributes the remaining rest 2 wherever he wishes.
  - viii. Owen will manage updates to paper version of MIEP DB
- f. ~~Leave at 9:30 am to go get Heidi so she can "man" our tables.~~

*8 - 9 am - Prepare for sellers to arrive at 9 am*

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- a. Sellers arrive starting at 9 am, ending at 3 pm
- b. Sheriff arrives 8 - 11 am
- c. Janet and Kurt direct sellers to their spaces to set up
- d. Remove flags

*9 - 10 am - Prepare for buyers to arrive at 10 am*

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- a. 9 am Give Owen inserts for donation envelopes.
- b. 9:30 am - Owen hands business envelopes to sellers with name/numbers on them to collect donations. Remember not to start sale until you hear air horn. Owen will bring sound system
- c. 10 am - Buyers begin to arrive
  - i. Mike uses air horn to announce that the sale is open.
  - ii. Direct early birds away until 10 am. *There was a discussion to let go of heavy handed early bird policing.*
  - iii. 10 am take down rope

*10 am - 3 pm - During event*

- a. Keep parking staff available to manage early leavers
- b. Owen/Pete remove \$ from jars (leave seed \$)
- a. 3 pm - end of event
  - i. Start clean up
  - ii. Owen/Pete collects and tallies receipts from envelopes and donation jars and gives both numbers to Pete for the Island Net post report. (See draft below)
- b. 3-4-5 pm - Continue and complete clean up

## July 29 (The days after the Yard Sale)

- 1. Signs
  - a. Pete removes sign at triangle and stores it at home
  - b. Kurt removes two signs at fire hall and stores them at his home.
- 2. Pete removes references to MI Yard Sale on sidebar in [MI Info](#) and [MIEP](#) web pages, and resets “footer” in Island Net msgs via <http://www.marrowstone.info/whatsnew>.
- 3. See [MIEP Yard Sale Thank You notes and reports](#)

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## Donations

Year	Sell ers	Buyers	\$donation jars	\$sellers	Total \$
2013	12	~300	\$69.07	\$300	\$369.07
2012	11	~300	\$86.45	\$425.31	\$511.76
2011	9	~400	\$47	\$186.50	\$233.50

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## Separate e-mail post to each seller

Subject:

## Press release to editor Leader

???

## Forms

Sign for MIEP Donation Jars

# Marrowstone Island Emergency Preparedness (MIEP) Donations

Return to Owen Mulkey or Pete Hubbard on or before  
3PM

## History

1. 7/28/11 - Created domain name [www.miep.us](http://www.miep.us)
2. 7/31/2011 - First Annual MI Yard Sale n sellers, n buyers, \$n donations (\$n from seller donation envelopes + \$n from eight (8) donation jars)
3. 7/28/2012 - 2nd annual MIEP Yard Sale
4. 4/28/2013 - domain name [www.miep.us](http://www.miep.us) with GoDaddy.com for 2 more years (7/28/15) for \$39.97

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## Managing this Google Doc

### Update TOC

If the TOC (Table of Contents) does not look up-to-date, hover your cursor over the upper right corner of the TOC, then click on the “update” icon.

### Insert comments for items you want to change or add

“Comment” boxes are very easy to add in the right margin. Just highlight the text you want to

comment about then click “Insert” (upper left) then ”Comment”

When you are ready to let us know that you added comments, click “File” then “Email collaborators”.

### **Search for your tasks**

Click “Ctrl F” (on PC), then type in your first name to 1) see how many times your name is mentioned and 2) click the up/down arrows to find your next reference/task.

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# MIEP

# Donations

Return to Pete Hubbard at 824 Schwartz Road  
385-0105

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# MIEP

# Donations

Return to Pete Hubbard at 824 Schwartz Road  
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