



# HOW TO ORGANISE...

## A CAR BOOT SALE

### Planning

1. Look for a suitable venue: field, car park, village hall and community centres all work well but get permission first. You could also ask local schools if they would be happy for you to use their playing fields or car park at the weekend.
2. Check with your local council regarding local [restrictions/regulations](#) on running car boot sales.

### Main points

- Combining an indoor table top and an outdoor car boot sale works well.
- Advertising and publicity needs to be done well in advance and pre-booked pitches should be marked and numbered clearly.
- There needs to be plenty of car parking space, which should be signposted clearly from the road.
- Make sure if you have your own pitch with donated goods, that you have volunteers to man it.
- If you are collecting goods to sell at the car boot sale, be aware of [these guidelines](#) from the citizen's advice bureau

### Volunteers

- Volunteers to man the tabletop stalls, refreshments and act as car park and money collecting marshalls need to be recruited early. Ask people to run stalls.
- Car park marshalls e.g. two people seeing people into boot sale - one with list of pre-bookings. Suggested £5 pitch fee in advance and £8 on the day.
- People to collect the fee on the day (don't forget the receipt book).
- People to manage table-top stalls.
- Someone collecting entrance fee (50p - £1).

### Advertising and publicity

- Prepare advertising - give the local papers a call to see if they would be willing to share your event in the paper (get rates if not free).
- Ensure clear directions are given and date and time - phone number for pre-booking.

- Prepare sign boards to publicise the event in the roads running up to the event.
- Share the event on your social media pages, on [car boot junction](#), [netmums](#) and local Whats on pages (local council websites and newspaper sites)
- Prepare posters and place them in local supermarkets and on parish noticeboards in the area

### **Inside table top sale**

- Draw up plan of tables.
- Draw up plan of who will be running what table.
- Prepare numbers for tables.

### **Outside pitches**

- Draw up a rough plan of outside pitches (where the cars will be parked) making sure you leave a suitable area for walking round.
- Prepare numbers for outside pitches - pre-booked areas (optional).

### **1-2 weeks before**

- Set up signage to advertise.
- Talk to police if large crowds expected to get advice on traffic flow.
- Warn neighbours.
- Obtain cones to prevent people from parking on corners.
- Place advertisements and posters in shops etc.

### **Day before**

- Number pre-booked pitches and table numbers
- Set up signs for directions to car park and boot sales etc

### **On the day**

- Arrive early to greet volunteers and members of the public (who will also arrive early).
- Ensure money collectors are in place.
- Ensure a roving steward is keeping an eye on things.

### **The law and car boot sales**

Please refer to the [legislation page](#).

### **Attending a car boot sale**

Attending a car boot sale can be a great way to declutter and raise vital funds for the RSPCA. Most local areas will have several car boot sales regularly running through the Summer months. Although they are usually held on Saturday or Sunday early mornings (expect a 6.30/7am start!) there are even some afternoon and indoor sales now.

To find a local boot sale to you take a look in your local paper or on your local news or council website. Some larger, regular sales can also be found on [www.carbootjunction.com](http://www.carbootjunction.com)

### **Things to consider**

It is a good idea to price up some items before you go - this makes it easier to people to quickly see if they would like something. Expect people to haggle with you and be prepared to knock some money off the price for each item.