

Plant Sale Preparation Checklist

Everything to do, from eight weeks out to the final count



8 WEEKS BEFORE

- ☐ Set the date, place and goal
- ☐ Check permit and sales-tax rules with your state and county
- ☐ Choose tiers, dots and prices
- ☐ Ask members to pot up donations

4 WEEKS BEFORE

- ☐ Recruit volunteers by role and shift
- ☐ Print labels, signs and tally slips
- ☐ Plan the table layout and the checkout line
- ☐ Arrange card payments with your treasurer

THE WEEK BEFORE

- ☐ Intake donated plants and log them
- ☐ Dot and label every plant
- ☐ Prepare cash boxes with floats
- ☐ Count every tier: the opening count

SALE DAY AND AFTER

- ☐ Tally, pay, hold and release
- ☐ Count cash boxes each shift
- ☐ Count what is left at close
- ☐ Reconcile, thank donors, write next-year notes

This kit helps you run the sale: intake, pricing, labels, tallies, holds, cash boxes and the closing count. It gives no plant-care, pest or plant-health advice, and no legal, tax or permit advice. Rules for plant sales and sales tax differ by state: check with your state department of agriculture, your county Extension office and your treasurer. It is not accounting software.

OUR SALE: DATE, PLACE AND WHAT IT RAISES MONEY FOR

[illegible]

Price Tiers & Plant Inventory

One dot color per price tier; count each plant line as it arrives



DOT	TIER	POT SIZES	PRICE EACH	DEAL
	A • Yellow	Small pots and cell packs	\$3	3 for \$8
	B • Blue	Quart to 1 gallon	\$8	—
	C • Red	2 to 3 gallon	\$15	—
	D • Green	Hanging baskets and specialty	\$20	—

Every plant carries one colored dot for its price tier. Tally writers count dots, not plant names, so checkout stays fast.

PLANT AND VARIETY	POT SIZE	TIER	COUNT IN	FROM (DONOR OR GROWER)

Plant Price Labels

Cut apart on the dashed lines; one label per plant or per flat



\$3 PLANT VARIETY / COLOR NOTES	\$3 PLANT VARIETY / COLOR NOTES	\$3 PLANT VARIETY / COLOR NOTES
\$8 PLANT VARIETY / COLOR NOTES	\$8 PLANT VARIETY / COLOR NOTES	\$8 PLANT VARIETY / COLOR NOTES
\$15 PLANT VARIETY / COLOR NOTES	\$15 PLANT VARIETY / COLOR NOTES	\$15 PLANT VARIETY / COLOR NOTES
\$20 PLANT VARIETY / COLOR NOTES	\$20 PLANT VARIETY / COLOR NOTES	\$20 PLANT VARIETY / COLOR NOTES

Customer Tally Slips

Tally writers count the dots in each cart; the cashier stamps the slip PAID



TALLY SLIP

NO. _____

● \$3 (3/\$8)

QTY _____ \$ _____

● \$8

QTY _____ \$ _____

● \$15

QTY _____ \$ _____

● \$20

QTY _____ \$ _____

TOTAL

\$ _____

☐ Cash

☐ Card

☐ Check

PAID

TALLY SLIP

NO. _____

● \$3 (3/\$8)

QTY _____ \$ _____

● \$8

QTY _____ \$ _____

● \$15

QTY _____ \$ _____

● \$20

QTY _____ \$ _____

TOTAL

\$ _____

☐ Cash

☐ Card

☐ Check

PAID

TALLY SLIP

NO. _____

● \$3 (3/\$8)

QTY _____ \$ _____

● \$8

QTY _____ \$ _____

● \$15

QTY _____ \$ _____

● \$20

QTY _____ \$ _____

TOTAL

\$ _____

☐ Cash

☐ Card

☐ Check

PAID

TALLY SLIP

NO. _____

● \$3 (3/\$8)

QTY _____ \$ _____

● \$8

QTY _____ \$ _____

● \$15

QTY _____ \$ _____

● \$20

QTY _____ \$ _____

TOTAL

\$ _____

☐ Cash

☐ Card

☐ Check

PAID

BOBOTEMP • FREE PLANT SALE STARTER

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Closing Summary

At close: count what is left, then check the money



Tier	Opening Count	Added	Sold	Pulled	Left (Counted)	Difference
A Yellow						
B Blue						
C Red						
D Green						

Count every tier before doors open and again at close. Opening + added minus sold minus pulled should equal what is left; write down any difference and the reason.

MONEY	AMOUNT
Cash box float at the start	
Cash sales (from the slips)	
Cash counted at close	
Difference (counted minus float minus cash sales)	
Card payments (from your card reader report)	
Checks	
Total raised (cash sales + card + checks)	

NOTES ON ANY DIFFERENCE