

3 DAYS BEFORE	
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm date/time of open house with listing agent <input type="checkbox"/> Print a map of the neighborhood surrounding the open house (5-mile radius) <input type="checkbox"/> Research sign-placement regulations (HOA, city, county, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Order 10 helium balloons or flags <input type="checkbox"/> Get 1 yard sign with rider <input type="checkbox"/> Get 10 directional signs with riders <input type="checkbox"/> Print 100 fliers (include map) <input type="checkbox"/> Role-play your scripts with a partner <input type="checkbox"/> Mark on map where you'll place signs
2 DAYS BEFORE	
<ul style="list-style-type: none"> <input type="checkbox"/> Knock on 100 doors in neighborhood to invite neighbors; leave a flier at each door <input type="checkbox"/> Advertise the open house on Craigslist <input type="checkbox"/> Role-play your scripts with a partner <input type="checkbox"/> Compile information on "alternative" properties. Print 5 copies of each. <ul style="list-style-type: none"> <input type="radio"/> 2-3 properties in a lower price range <input type="radio"/> 2-3 properties in a higher price range <input type="radio"/> 2-3 properties with one more bedroom <input type="radio"/> 1 condominium 	<ul style="list-style-type: none"> <input type="checkbox"/> Print 2 blank contracts (just in case you meet a motivated buyer) <input type="checkbox"/> Put together a home book to display at open house <ul style="list-style-type: none"> <input type="radio"/> Property photos <input type="radio"/> Details of property <input type="radio"/> Tax information <input type="radio"/> Survey of lot <input type="radio"/> Floor plans <input type="radio"/> School information <input type="radio"/> Community information
1 DAY BEFORE	
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble your showing kit <ul style="list-style-type: none"> <input type="radio"/> Bottled water <input type="radio"/> Notepads <input type="radio"/> Flashlight <input type="radio"/> Coloring books and crayons for kids <input type="radio"/> Toilet paper <input type="radio"/> Tape measure <input type="radio"/> Level <input type="radio"/> Paint, carpet, shingles samples 	<ul style="list-style-type: none"> <input type="checkbox"/> Review floor plan of house and decide where you'll set up your desk <input type="checkbox"/> Print a guest register and write in 2 fake names <input type="checkbox"/> Role-play your scripts with a partner