

REALTOR® Open House Countdown Checklist

Property Address:

3 DAYS BEFORE	
Confirm date/time of open house with listing agent.	Get 10 directional signs with riders.
Print map of the neighborhood surrounding the open house (5 mile radius)	Print 100 fliers (including map)
Research sign-placement regulations (HOA, city, county, etc.)	Role-play your scripts with a partner.
Order 10 helium balloons or flags.	Mark on a map where you'll place signs.
Get 1 yard sign with rider.	Develop plan for parking.
2 DAYS BEFORE	
Knock on 100 doors to invite neighbors; leave a flier at each door.	Print 2 bland contracts in case you meet a motivated buyer.
Advertise the open house on craigslist.	Prepare a comprehensive home book to display. You will not be giving this away.
Role-play your scripts with a partner.	Print 2 sided color fliers to give away.
1 DAY BEFORE	
Review floor plan of house and decide where to setup your desk.	Assemble your showing kit. Include: Bottled Water, Notepads, Flashlight, Coloring books and crayons for kids, Toilet Paper, Tape Measure, Level, Paint-Carpet-Shingle samples.
Print a guest register and write in 2 fake names.	
Role-play your scripts with a partner.	