FFA | CHECKLIST

# FFA Plant Sale Checklist

Checklist for an FFA plant sale covering plant sourcing, labeling, display, pricing signs, customer service, and cleanup so the chapter runs an organized and welcoming sale.

Farm / unit: _____ Date: _____ By: _____

| ITEM | OK | FIX | N/A |
|---|---|---|---|
| Confirm sale location and permission | ☐ | ☐ | ☐ |
| Order or grow plants in advance | ☐ | ☐ | ☐ |
| Label every plant clearly | ☐ | ☐ | ☐ |
| Set up tables and display areas | ☐ | ☐ | ☐ |
| Post price and care signs | ☐ | ☐ | ☐ |
| Assign cashier and helper shifts | ☐ | ☐ | ☐ |
| Prepare change and a receipt book | ☐ | ☐ | ☐ |
| Offer care tips to customers | ☐ | ☐ | ☐ |
| Clean up and count proceeds | ☐ | ☐ | ☐ |

**NOTES / REPAIRS NEEDED**

**TIP** Hold a short crew meeting before opening so each helper knows their station and shift.