

Task	Actionable Steps	
<b>Plan Ahead</b>	Decide on a date and time for the open house.	<input type="checkbox"/>
	Coordinate with your realtor or agent to confirm scheduling.	<input type="checkbox"/>
	Notify neighbors about the event to avoid surprises.	<input type="checkbox"/>
	Create and distribute promotional material online and offline (e.g., social media, flyers).	<input type="checkbox"/>
<b>Deep Cleaning</b>	Clean all surfaces, including floors, counters, and baseboards.	<input type="checkbox"/>
	Scrub bathrooms, focusing on sinks, tubs, showers, and toilets.	<input type="checkbox"/>
	Wash windows inside and out to allow maximum light.	<input type="checkbox"/>
	Dust furniture, light fixtures, and ceiling fans.	<input type="checkbox"/>
<b>Remove Personal Items</b>	Take down family photos, religious items, and personal collections.	<input type="checkbox"/>
	Remove clutter like toys, bills, or paperwork from counters.	<input type="checkbox"/>
	Store personal toiletries and clothing out of sight.	<input type="checkbox"/>
<b>Professional Staging</b>	Arrange furniture to maximize space and highlight key rooms (e.g., living room, master bedroom).	<input type="checkbox"/>
	Use neutral decor to appeal to a wide range of buyers.	<input type="checkbox"/>
	Bring in plants or flowers to add warmth and charm.	<input type="checkbox"/>
<b>Storage Unit</b>	Pack and store seasonal items, old furniture, and excess belongings offsite.	<input type="checkbox"/>
	Arrange for a storage unit or temporary storage solution to keep the home clutter-free.	<input type="checkbox"/>
<b>Open House Signage</b>	Place directional signs at busy intersections leading to the property.	<input type="checkbox"/>
	Use clear and attractive signage, including an Open House banner outside the home.	<input type="checkbox"/>

<b>Sign-In Sheets</b>	Create a guest sign-in sheet or set up a digital registration platform for visitors.	<input type="checkbox"/>
	Place the sign-in sheet at the entrance with pens or a tablet.	<input type="checkbox"/>
<b>Marketing Materials</b>	Prepare brochures or flyers with property details and photos.	<input type="checkbox"/>
	Include neighborhood highlights, such as schools, parks, and amenities, in the materials.	<input type="checkbox"/>
	Post the open house online on real estate platforms and social media.	<input type="checkbox"/>
<b>Notify Neighbors</b>	Send personal invitations or notifications to nearby neighbors.	<input type="checkbox"/>
	Encourage them to stop by and help spread the word.	<input type="checkbox"/>
<b>Pets and Barking Dogs</b>	Arrange for pets to stay with a friend, at a kennel, or out of the house during the showing.	<input type="checkbox"/>
	Remove all pet accessories (beds, food dishes) from common areas.	<input type="checkbox"/>
<b>Lighting and Curtains</b>	Open all curtains and blinds to bring in natural light.	<input type="checkbox"/>
	Turn on all lights, including lamps and overhead fixtures.	<input type="checkbox"/>
<b>Valuable Belongings</b>	Lock away jewelry, electronics, and other valuables in a safe place.	<input type="checkbox"/>
	Avoid leaving cash, checks, or credit cards visible.	<input type="checkbox"/>
<b>Follow-Up Emails</b>	Send thank-you emails to attendees after the event.	<input type="checkbox"/>
	Include a survey or request for feedback on the property.	<input type="checkbox"/>
<b>Create an Inviting Atmosphere</b>	Light scented candles or use air fresheners to create a pleasant aroma.	<input type="checkbox"/>
	Play soft background music to set a welcoming tone.	<input type="checkbox"/>
	Offer light snacks and water for guests.	<input type="checkbox"/>
<b>First and Lasting Impressions</b>	Ensure a clean and appealing exterior, including landscaping.	<input type="checkbox"/>

	Add fresh flowers or a welcoming doormat by the entrance.	<input type="checkbox"/>
	Make the entryway spacious and clutter-free.	<input type="checkbox"/>
<b>Prepare Closets</b>	Organize closets to showcase ample storage space.	<input type="checkbox"/>
	Remove half of the items in the closets to make them appear larger.	<input type="checkbox"/>
<b>Schedule and Timing</b>	Choose a weekend or popular day for maximum attendance.	<input type="checkbox"/>
	Set a convenient time range (e.g., 12-3 PM) to accommodate visitors' schedules.	<input type="checkbox"/>
<b>Realtor or Agent Presence</b>	Ensure your realtor or agent is prepared to answer questions and offer tours.	<input type="checkbox"/>
	Confirm their arrival time and presence throughout the event.	<input type="checkbox"/>
<b>Doors and Entryways</b>	Clean the front door and polish any hardware.	<input type="checkbox"/>
	Ensure all doors open and close smoothly without squeaking.	<input type="checkbox"/>
<b>Valuable Leads and More Leads</b>	Gather insights from sign-in sheets or digital registrations to generate new leads.	<input type="checkbox"/>
	Follow up on attendee interest to turn leads into valuable clients.	<input type="checkbox"/>