

Clothing Swap Planning Document

Preparation

Advertisement

Create a poster

Share poster on group Facebook page and local pages

Advertise at upcoming events

WhatsApp Group

A WhatsApp group can be set up with all key parties for the event to enable quick planning and prevent everyone being awash with emails!

First Aid & Risk Assessment

Name(s) of qualified First Aider(s)?

Someone to volunteer for this please:

Create risk assessment

Incidents to report:

B4. Dates

C1. Availability

Add a list of people here that can do this activity. Please add your name here to volunteer at this event, thank you.

Name	Date

C2. Equipment

- Hanging rails, coat hangers
- Hub signage, printed materials, sign-up clip board, advertise future events and how to get involved
- Banners for outside venue
- Posters to explain how the event works
- Food and refreshments - plates, bowls, cups needed.
- Something to play music on- create an atmosphere? plug in pc or phone? Check out venue beforehand
- Wifi at venue?
- Bags to transport any unwanted clothing to a local charity shop
- Where to donate unwanted clothes?
- Where to store unwanted clothes for donation until next event?

C3. Local Partners

	Collaboration	Contact

A. On The Day

The general timeline for the day and covered below in sections D3 to D5 is:

Time: start / end	Task
13.00	Volunteers arrive and hub set up
13:30	Open the clothes swap to the public

16.00	Clothing Swap ends and clear up starts
16.15	Clear up finished and exit

D1. Availability

Add a list of people here that can do this activity.

Name	Date	Task
		Co-lead the event.
		Staff a hub info point
		Clothing check in/ keeping this area tidy
		Welcoming people- give out lanyards for those that don't want to be in photos
		Documenting the event
		Preparing and staffing a refreshment stall
		Supporting people using the toilets as a changing area
		Bagging up unwanted clothing at the end of event
		Tidy up
		Taking unwanted clothing to local charity shop
		First Aider

Post-Event Activities

Sort of things here are:

- Gaining feedback from visitors and volunteers
- Adding photos to image library
- Creating social media posts
- Planning meeting for next event
- Reporting on this event and capturing any helpful learning for the next one, e.g. where/how could it be promoted differently?
- Some reflections on the event

Useful facts and figures

Attendance (Volunteers/Wider public)

Clothing brought along:

If measuring carbon savings, weight of clothing:

Clothing swapped and in new hands:

What went well? (including any unexpected and serendipitous and beyond-our-control things!)

What was challenging?

Anything we'd do differently next time?

Key learning points

- Local people, businesses and charities are happy to support these events with presence, attendance and equipment loan.
- Put into action the points above- gather more data on how people heard about the event, contact list for a mailing list - set up a Mailchimp mailing list
- There may be a large amount of clothing to store/donate after the events.
- Having some entertainment may draw and bigger crowd
- More signage for event venue on the day.
- Get printing of flyers in good time
- Provide more info via social media on what people can expect and how it all works.