CHECKLIST

Community swap event planning checklist

- [ ] Book a venue with enough space for tables or rails and check insurance requirements
- [ ] Set a condition standard for items and plan how to handle rejections politely
- [ ] Arrange sorting zones by type or size with clear signs
- [ ] Contact charity shops or community groups about taking leftovers
- [ ] Publicise the event through local noticeboards and social media with clear details
- [ ] Set up an hour early and open for drop-offs before swapping begins
- [ ] Station a volunteer at the entrance to check items and hand out tokens
- [ ] Announce closing time fifteen minutes before the end
- [ ] Ask attendees afterwards what worked and what needs adjusting