

Swap shop

Do a wardrobe spring clean and get some new clothes in return! Each person donates pre-loved clothes to take part and receives a token for each item they donate – they use this token to ‘buy’ an item on the day.

Getting ready

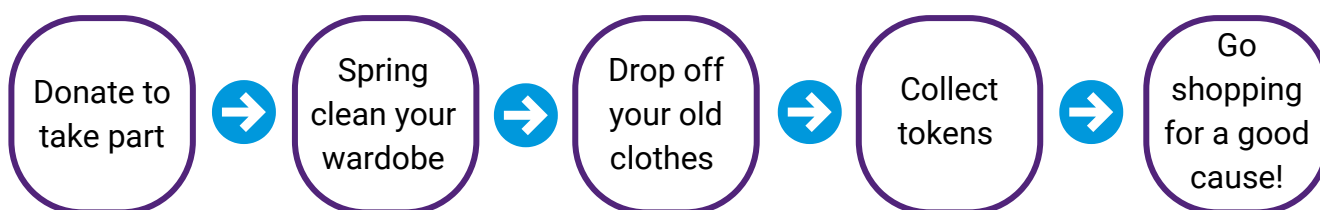
- Select a Venue - Find somewhere with enough space and availability to host your guests and enough clothes rails.
- Choose a date and get it booked!
- Get a team on board – 2-3 volunteers works well.
- Decide how much you want to charge people to take part and how you will charge them. (Eventbrite, cash on the door ect)
- Advertise the event – Share it within your social circles and on social media. Create posters and put them in cafes, public spaces and on your uni campus if you're a student.
- Collect your items - You should set up a date range the week before where people can donate their pre-loved items in return for tokens (decide if you want to give people their tokens now or on the day.) – Sort through the donated items so they are ready for the event.

What you need

- Tables
- Clothes rails
- Hangers
- Mirrors
- Carrier bags (recycled if possible!)
- Tokens
- Collection bucket
- Meningitis Research Foundation materials (t-shirt, banners etc).

On the day

- Arrive at the venue early to set up and decorate.
- Have Meningitis Research Foundation branding on show, a bucket for extra donations and a board explaining exactly how it works.
- Delegate tasks - e.g. one person at the door checking tickets and giving out tokens, one person at the ‘till’, one person checking stock.
- Make sure you have at least 1 person present at all times during the day.



Top tips

- You can have other items on offer other than clothes, such as second-hand books or household decorations.
- Think about how you can upgrade the event - can you host a bake sale, coffee and tea stand or lucky dip?



Post event

- Count and bank the money and pay it in to MRF immediately.
- Thank your volunteers and post pictures of the event online to encourage more donations.
- Make sure the venue is left as you found it.

Items left over?

If you have spare items at the end they don't need to go to waste!

- If you have some items looking unappreciated mid-way through the event you could put them in a 2-4-1 pile - giving people the option to get double for their tokens!
- See if people want their items back - if not donate them to a charity shop or try and sell them online on platforms like Vinted or Facebook market place.