

# Swap shop

A fun event where people bring along their unwanted clothes to swap them for another item. Each person donates to take part and receives a token for each item they donate – they use this token to 'buy' an item there.

## Getting ready

- Select a Venue - Think of a suitable venue to host a full-day swap shop on campus,
- Choose a date and get it booked!
- Get participants on board – Choose members of your team to help run the event (2-3 people will usually be enough).
- Advertise the event – Posters around campus and a Facebook event created and shared in Freshers/halls groups.
- Secure items and pricing - You should set up a date range the week before where people can donate their items to begin with in return for a donation and token – this way there are plenty of goodies ready to go on the day.
- Decide how much you want to charge people to take part prior to the event.

## What you need

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



## On the day

- Make sure everything is set up and ready before the event starts.
- Have Meningitis Research Foundation branding on show, a bucket for extra donations and a board explaining exactly how it works.
- Make sure you have someone present at all times during the day.

## Post event

- Make sure all money is banked as soon as possible and post on the event to thank everyone for coming.

## Top tips

- You could have other items on offer other than clothes, such as second-hand books
- You could try to get permission for a bake sale in the same venue too for added donations

