

Community Swap Quickstart

Decide these before you promote the event

Purpose and ownership

- ☐ Name one event lead who can make final decisions.
- ☐ Choose the event type: clothing, books, toys, home goods, or mixed items.
- ☐ Define the participant group and estimated capacity.
- ☐ Confirm the venue, date, setup window, event hours, and cleanup deadline.
- ☐ Check venue rules, insurance, permits, accessibility, supervision, and emergency procedures.

Item policy

- ☐ Publish a clear accepted-items list.
- ☐ Publish a clear refused-items list.
- ☐ Decide whether participants must bring items to take items.
- ☐ Decide whether there is a per-person item limit.
- ☐ State the required cleanliness, condition, and safety standard.

Event flow

- ☐ Keep drop-off/intake separate from browsing when space allows.
- ☐ Decide how items will be sorted, labeled, displayed, and restocked.
- ☐ Assign a decision-maker for rejected or disputed items.
- ☐ Create an accessible path and a safe plan for queues and heavy items.
- ☐ Decide whether registration, tickets, time slots, or walk-ins will be used.

People and safety

- ☐ Assign check-in, intake, floor, restock, safety, and cleanup roles.
- ☐ Brief volunteers on rules and escalation before doors open.
- ☐ Publish emergency exits and the venue contact procedure.
- ☐ Protect participant information; collect only what the event needs.
- ☐ Never promise that the event is risk-free.

Leftovers and impact

- ☐ Confirm a donation or recycling partner before event day.
- ☐ Agree on what the partner accepts, when, and how items will be transported.
- ☐ Decide how unaccepted leftovers will be handled.
- ☐ Track attendance, items received, items rehomed, and leftovers.
- ☐ Label waste-diversion figures as estimates and record the assumptions used.

The five-minute event test

Before the invitation goes live, ask a person who did not plan the event to answer:

- 1 What can I bring?
- 2 What cannot I bring?
- 3 Do I have to register or contribute an item?
- 4 What happens to anything left over?
- 5 Who should I ask if I am unsure?

If the answers are not obvious, fix the participant-facing rules before promoting the event.