

# Clothing Swap



## CHECKLIST

EVENT DATE: \_\_\_\_\_

No	ACTIVITIES	<input checked="" type="checkbox"/>
1	Decide where and when to host your event	<input type="checkbox"/>
2	Based on your venue, determine how many guests you can invite	<input type="checkbox"/>
3	Create your guest list	<input type="checkbox"/>
4	Research successful swap ideas	<input type="checkbox"/>
5	Reach out to potential collaborators, such as musicians or businesses	<input type="checkbox"/>
6	Create an online sign-up form or send out invitations	<input type="checkbox"/>
7	Create a communication channel, like a group chat or email list	<input type="checkbox"/>
8	Determine drop-off times and limitations such as style, season, etc.	<input type="checkbox"/>
9	Communicate expectations for style and quality of donations	<input type="checkbox"/>
10	Remind people to prepare their items ahead of time	<input type="checkbox"/>
11	For public events, encourage people to share information about the event	<input type="checkbox"/>
12	Recruit volunteers to help set up, run, and clean up from the swap	<input type="checkbox"/>
13	Create signage and prepare decorations for the event	<input type="checkbox"/>
14	Determine how people will try on clothing	<input type="checkbox"/>
15	After the swap, donate the best items to local charities	<input type="checkbox"/>
16	Upcycle or recycle damaged clothing	<input type="checkbox"/>
17	Follow up with participants and gather feedback for future swaps	<input type="checkbox"/>
18	Send thank-you messages to your participants	<input type="checkbox"/>
19	Enjoy your clothes and get to know your new, stylish, eco-conscious friends	<input type="checkbox"/>
20	Start planning your next clothing swap!	<input type="checkbox"/>