

# Let's get Swapping!

A simple guide on how to organise a successful swap event

We all accumulate items during the course of our lives that we have outgrown or no longer have use for, e.g. sporting equipment, school uniforms, Halloween costumes, clothes etc. Why not hold a local swap event and help your community become more sustainable. Reusing our items is a positive climate action that we can all do simply.

For more information, contact:  
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Or visit  
[www.mywaste.ie](http://www.mywaste.ie)  
[www.kilkennycoco.ie](http://www.kilkennycoco.ie)



Comhairle Contae Chill Chainnigh  
Kilkenny County Council

mywaste



See the next page how to  
run a successful swap event.



# How to run a successful swap event

## 1. Get your team together

You'll need a few helping hands to make sure everything can run smoothly, including someone to greet guests, manage the swap, and sort the items as they come in.



## 10. Celebrate the swap!

Celebrate your swap event. Be sure to let everyone know and tag us in your social media posts @Wexfordcoco



## 9. Enjoy your swap

Get everyone in position and open the doors to your lovely swap attendees! Have a few people circulating throughout to make sure all is going well, as well as manning the changing areas, keeping things tidy, etc.

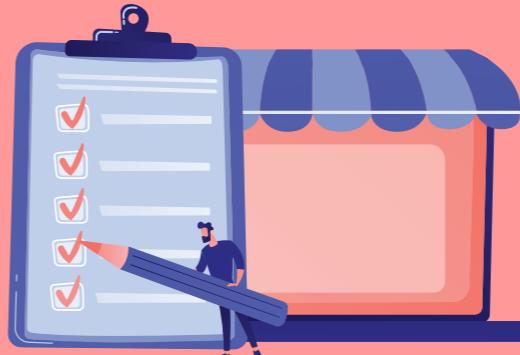
## 2. Decide on a suitable location

Make sure it meets your needs. It could be a table in your canteen, school, hall or community centre. Check whether the venue can help by providing tables, rails or refreshments on the day too.



## 3. Location basics

Make sure there are bathrooms and good lighting so that swappers feel comfortable and can browse. If organising a clothes swap a full length mirror may also be beneficial.



## NOTE! Donate unwanted items

Normally, there will be some pieces left that you will need to decide what to do with. Donating is always a good idea; contact a local charity shop to find out if you can donate or keep them for your next swap event.



## 8. How to swap

Most swaps are one-for-one – so if an attendee brings one item, they get one token to exchange for an item at the swap. Whoever is on the door at the event will be in charge of overseeing this as people arrive and leave.

**O.F.O**  
ONE-FOR-ONE  
ONE TOKEN FOR  
EVERY ITEM!

## 7. Let people know what to expect

Be specific of what can be swapped. Highlight that quality goes over quantity. i.e. swappers can bring up to 5 items that are in good condition. Encourage a spirit of good will and remind swappers not to have an equivalent value in mind when swapping.

## 4. Set a date & advertise

Give yourself enough time to get everything together. Spread information about the event by word of mouth, posters, local radio or newspapers and on social media.



## 5. Accepting Items

Take in the items to be swapped before the event. Get the items all lined up ready to go on the rails/table. This will also give you time to sort the items into different categories.

Note: Depending on the size of swap event you may need to accept items a day or two before hand to get set up.



## 6. Display is important

Consider how you will display the items, leave space for browsing. For example at a clothes swap provide a rail, tables and hangers in order to make the clothes look nice. Group in sizes that helps to see all pieces at one glance.

