|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Assigned to** | **Status** | **Notes** |
| **Pre-Event** | | | |
| Build a team |  |  |  |
| Choose a date |  |  |  |
| Choose time window |  |  |  |
| Choose location |  |  |  |
| Book the event space |  |  |  |
| Prepare list of rules |  |  |  |
| Promotional letter and/or email |  |  |  |
| Putting up promotional posters |  |  |  |
| Social media posts |  |  |  |
| Create and manage Facebook event |  |  |  |
| Additional outreach: event directories, Facebook groups, etc. |  |  |  |
| Purchase/gather supplies |  |  |  |
| Printing signage, posters, and tracking sheets |  |  |  |
| Co-ordinate pick-up for clothing donation |  |  |  |
| **Event Day** | | | |
| Set up tables, racks, and hangers |  |  |  |
| Put up signage and posters |  |  |  |
| Accept materials |  |  |  |
| Weigh & record materials |  |  |  |
| Supply tickets to attendees |  |  |  |
| Organize received items on to appropriate racks, tables, bins. |  |  |  |
| Event floater(s): take photos, post on social media, answer questions, fold clothes and reorganize |  |  |  |
| Check-out station: One person receives swapped tickets |  |  |  |
| Event take-down & clean-up |  |  |  |
| Prepare leftover items for donation pick-up |  |  |  |
| *Add your own…* |  |  |  |
| *Add your own…* |  |  |  |

**Swap It Event Planning Checklist**

Track and delegate roles and responsibilities for each task from start to finish.