



**INVEST
IN OUR
PLANET**

**EARTHDAY.ORG SWAP EVENT
PLANNING CHART & CHECKLIST**

TASK	ASSIGN ED TO	PROGRESS NOTES	TASK STATUS
Choose Team:			
-Host			
-Production Manager			
-Advertising			
-Head of Inventory			
-Sales Staff			
-Head of Checkout			
-Head of Donation			
Tasks:			

-Choose date/ time of Swap			
-Choose clothing drop-off sites			
-Choose Swap locations			
-Reserve location			
-Draw up list of Rules & Guidelines			
-Purchase/Make Tickets			
-Design posters/social media posts- include rules, dates, locations			
-Place posters on campus			
-Promote/social media			
-Create Facebook event			
-Design/send promotional email			
-Recruit other on-campus clubs			

-Collect Supplies (tickets, tables, chairs, racks, mirrors, table signage, laptops for videos around the room)			
-Schedule team at the drop-off locations(s) to accept clothes			
-Collect clothes/bring to swap event location			
DAY OF SWAP:			
Set-up: (tables/ clothes by type, racks, hangers, signs, mirror(s), checkout table/ chair, video setup on laptops)			
Sales Staff: - sort clothing before and during the event - straighten tables and fold clothes			

- help people find clothing			
Promotional Lead: - take pictures/videos to post on social media and send to EARTHDAY.ORG			
Production Manager: - keep videos running during the event			
Head Of Checkout: - take tickets for each item of clothing 'purchased' at event - Ask swappers to sign Earthday.org's Petition - Pass out Earthday.ORG's			

fact sheet flyer: “Do You Know About Fashion”			
Take Down: - return tables, chairs, racks, hangars, laptops - discard signage - collect all leftover clothing in bags/boxes			
Donate: (deliver leftover clothing to designated charitable organization)			