

Reuse Economy in Action: Planning a Campus Repair Fair to Cultivate a Circular Consumption Culture

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Repair Fair





Agenda

History & Background: PLAN + Points of Intervention

Event Planning Templates/Guides

Planning your own event





*Post-Landfill
Action Network*



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The Post-Landfill Action Network cultivates, educates, and inspires the student-led zero waste movement.

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Repair Fair Goals:

- Encourage people to repair their items rather than buying new things!
 - Provide a free opportunity for fixing!
 - Encourage fixers to engage with people (showing them how something could be repaired in the future)
- Engage the campus and greater community in a deeper conversation about consumption



Timeline

| Time Until Event | Task |
|-------------------------|--|
| 3 Months | Start contacting fixer-volunteers |
| 2 Months | Begin advertising |
| 1 Month | Begin volunteer search/setup |
| 2 Weeks | Send information out about event (time, location, other specifics) |
| 1.5 Week | Begin gathering tools needed |
| 3 Days | Send reminder email to volunteers (Post on FB, Etc...) |
| 2 Hours | Set up chairs + tools |
| 1 Hour | Volunteers Arrive |
| 1 week after | Send thank you cards to volunteers! |

Planning Process:

People

- Fixers
- Volunteers

Tools

Spaces

- Large enough and able to accommodate special fix needs (i.e. bikes)

Promotion!



The Day of the Repair Fair:

Set Up

- Have a map!
- Label some tables and leave others open

Volunteers

- Assign specific roles to every volunteer
- Have a check-in process for volunteers

Fixing

- Area Captains: Bikes, Sewing, General Mechanic



Documentation

Keep all information to run the event again!

- List of Contact Information for Fixers and Volunteers
- Acquisition of Tools
- Timeline
- Publicity materials and schedule
- Recap of event & future adjustments



Future Adjustments:

Number of fixers and size of each station.

Cutoff for repairs to be completed (30 minutes?)

Improve DIY table (encourage circular consumption independently!)



Repair Fair: Lessons Learned

Be clear and precise with volunteers

- Sign-up, what task, when, and where to meet?
- Check-in, who to check in with?
- Training, what information do they need to know before starting their shift?

Map out the event!

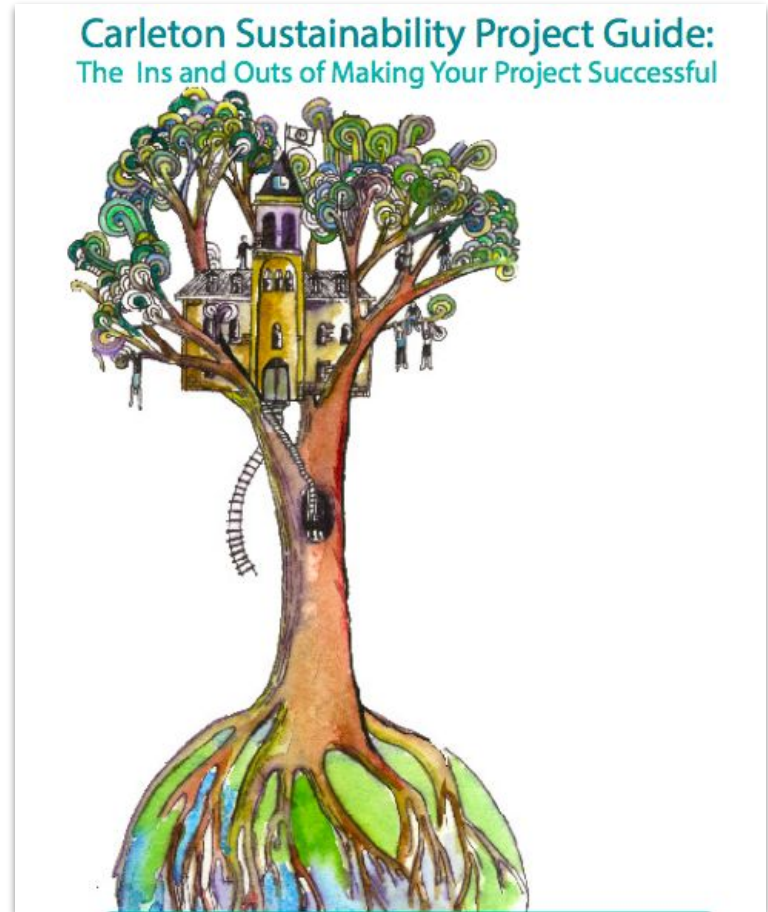
Keep contacts (documentation) and build relationships



Helpful tool:

Carleton Sustainability Project Guide

- Developing new projects/programs
- Help students identify approval and cost needs
- A fully completed guide helps staff make decisions and support thoughtful initiatives.
- Not just for sustainability projects!



Project Management Plan

| | |
|-------------------------|---|
| 1. Project Background | Project summary and goals |
| 2. Project Stakeholders | All people/groups involved |
| 3. Scope Definition | Time/money/support |
| 4. Quality Criteria | How to measure success |
| 5. Process and Schedule | What is the timeline? How will things get done? |
| 6. Budget/Cost Model | Consider all financial costs/funding |
| 7. Risk Management Plan | What could go wrong? |

Project Background

Explicitly state what the project is

State the goals/objectives

Clearly differentiate how this project differs from other campus projects



Project Stakeholders

Who is impacted by this project?

Which voices should be heard?

Breaking down stakeholders:

- Target Audience
- Design/Implementation Team
- Advisors/Consultants
- Approval Bodies/Governing Entities



Scope Definition

What are the resources?

- Time
- Money
- Support (staff/volunteers)

How much can reasonably be done in your timeline?



Quality Criteria

What is the intended level of quality?

What does success look like for this project?

Indicators:

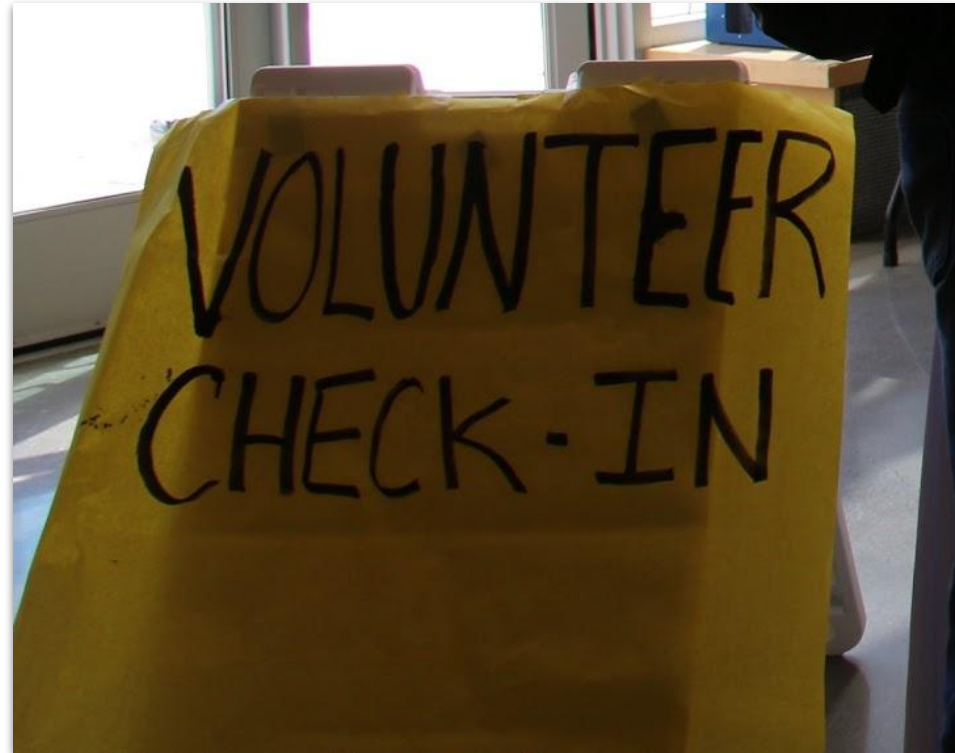
- Good
- Better
- Best



Process and Schedule

List of required tasks for the project

- Identify each step
- Who is responsible
- Deadlines for each task/phase



Budget/Cost Model

What are the monetary costs?

What are the funding sources?

What could you get donated or borrow to save money?



Example Budget:

| Item | Cost | Funding Source |
|---------------------------------------|--------------|---|
| Tools | \$0 | Borrowed from Maintenance or Fixers brought their own |
| Consumables (ie. thread) | \$75 | Carleton Student Association (student senate) Sustainability Office |
| Snacks day-of for volunteers & fixers | \$75 | Sustainability Office |
| Set-up Fee | \$30 | Sustainability Office Facilities reduced the fee since we had volunteers help set up all the tables. |
| Signage | \$5 | Student Activities has banner making supplies students can use for free, minimal printing. |
| Contingency | \$15 | Just in case! |
| Total | \$200 | Get creative with your partners and be specific with your asks. |

Risk Management Plan

What could go wrong with this project (are there any potential risks)?

What are your backup plans?

Your event gets canceled!



Dear Members of the Carleton Community,

I want to share with all of you the latest set of decisions we have made concerning Carleton's response to the coronavirus (COVID-19) pandemic. Most important, after extensive discussion and consultation among College leadership, **we are continuing with remote instruction for all of Spring Term.**

Good luck planning your event!



bit.ly/RepairFairPlanningGuide

Connect with us!

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Repair Fair Google Sheet:

bit.ly/RepairFairPlanningGuide

