

# Tregony Repair Café Checklist

## The Week Before

Contact Tregony Sports and Social Club to arrange tea and coffee delivery

Contact volunteer experts to confirm attendance

Confirm volunteers for:

- Helping with setting up
- Tea and coffee
- Guiding/managing queues
- Social media (ask permission for photos where people are identifiable; no photos of minors)

On Facebook etc. indicate what expertise we'll have that week.

## On the Day

Walk around the space looking for hazards, check fire exits are accessible, that any plug sockets and cables used are safe and that no-one can accidentally injure themselves on any tools.

Set up tea and coffee

Put out donation tins/boxes

When a customer has a repair:

- They read through the House Rules
- Fill in the Registration Form

After repair:

- They fill in the feedback form
- Optionally donate

Take social media photos

## The Next Day

Director to thank volunteers

Upload to social media (FB, blog)