

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)