

How to Host a Swap Party

Preparations

- Decide on the types of items you'll swap (see previous page - Swap Party Options).
- Pick a date.
- Find a venue (make sure it's suitable for the number of people, has enough parking and public transport options and, if necessary, changing facilities).
- Send invitations to your friends, work colleagues and neighbours that explain how the Swap Party works, and what they need to bring to swap (see Swap Party Invitation ideas at RecyclingWeek.planetark.org/involvement/swap.cfm). You could also ask people to bring snacks and/or drinks.
- Arrange the display area and be creative - items like tables, chairs, racks or ladders can be used. You may need to bring coat-hangers or pegs for clothes.
- Arrange for mirrors and try-on areas if necessary.
- Prepare some music, food and drinks to get the mood going.
- Set up a system for collecting the bottles, cans, plastic bags, corks etc used at the party. Labelled boxes and signage will help people sort the recyclables.
- Optional: You might consider charging an entry fee or ask for a donation to help cover any costs or as a fundraiser for charity.

At the Swap Party

- When your guests arrive, give them one Swap Token for each item they bring (download Swap Tokens at RecyclingWeek.planetark.org/involvement/swap.cfm).
- Have copies of the Swap Party Rules printed out (download at RecyclingWeek.planetark.org/involvement/swap.cfm), and explain the rules to each guest as they arrive.
- Decide on a time to open the Swap. An hour after all the guests have arrived usually gives people enough time to look at the items. Allow more time for a large party.
- Announce the Swap is open at the set time. After this point, guests may claim one item for each Swap Tokens they have.
- If two people want the same item, place one each of their Swap Tokens in a hat, and draw the lucky swapper.
- Optional: At larger Swap Parties, you may like to ask people to hand in their tokens to the host or representative in order to claim their chosen items.

After the Party

- Congratulate yourself on holding a Swap Party and recycling all those unused items!
- Sort and place recyclables in the appropriate recycling bins.
- Take remaining recyclables to their specific drop-off locations (eg plastic bags to the supermarket, corks to the Body Shop). To find local locations, as well as your council services, search RecyclingNearYou.com.au.
- Donate any remaining swap items to your local second hand store.
- Send Planet Ark a short e-mail (admin@planetark.org) and a photo or two from your event. We'd love to hear about your Swap Party!

Recycle Right ... to reduce your impact on the environment

Swapping 1 suitcase (20kg) of clothes saves enough energy to run a TV non-stop for 1.7 years.

Swapping 1 box of books (25 kg) saves enough water to fill 150 spa baths.

Swapping books or clothing diverts these organic materials from landfill. In landfill they produce methane, a greenhouse gas with the global warming capacity 20 times stronger than CO₂.

Curious about recycling? Explore recycling.planetark.org to:

- Search for recycling information for household products
- Investigate how recycling helps tackle climate change
- Find out about recycling events and community initiatives.



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