



# ***HOW TO...***

## **Host a Toy Swap**



# YOUR GUIDE TO TOY SWAPPING

## *What is a Toy Swap?*

It's all in the name, a toy swap is an event where a community can come together and exchange new, old or unwanted toys for something new!

## *Why should I host a toy swap?*

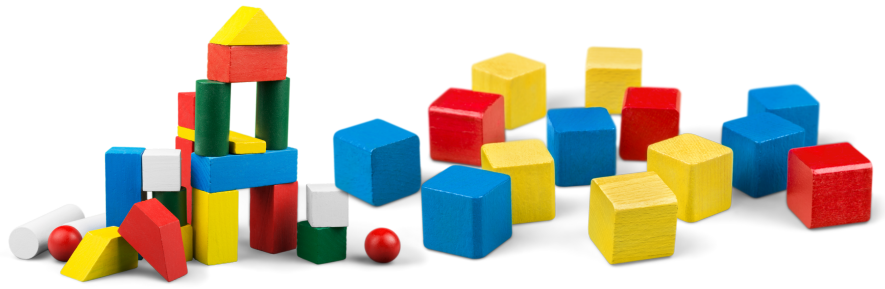
**Prevent waste:** It's a great way to pass on any unused or unwanted toys, without wasting precious resources. Sometimes, kids just get bored with toys and want to try something new. Instead of throwing it away, why not pass it on?

**Save money:** By exchanging items for something new, you won't have to break the bank to update your kids' toy box. Instead, they can try exciting new gadgets, and you can save your cash.

**Engage with communities:** Swaps are a great way for local residents, groups, or wider communities to come together and meet, with a common goal or interest in mind. They're great ways to connect with new people.



# HOW TO GET STARTED:



**1. Gather Interest;** Think about the interest in your group or community for a toy swap. If you know a lot of people with children, a toy swap is probably going to go down really well. So, chat with your neighbours, parents at your child's school and other residents to check availability, and gauge how well a toy swap would go down.

**2. Plan the location;** Keep in mind, some centres will require a fee to rent out rooms. If you're unable to cover this cost, consider charging a small entry fee for attending the event, or talk to local community groups to see if they could assist with providing a location free of charge.

**3. Find Support;** Even a small event can have so many moving parts, so don't be afraid to ask people to join in and help with the planning and set up on the day.

**4. Plan your guest list;** Who's invited? Are children allowed on the day? It often depends on the set up, location and time of day that will decide whether kids attend the event.

Consider the age of the children attending, the set up of the venue and the time of the event.

**5. Plan your date;** Now its time to pick a date and time to host the event. After speaking to your community to gauge interest, and deciding who you want to attend, it should be a bit clearer on when to host the event. Be sure to check availability and ensure that the time is suitable for majority of people to have the best turnout.

**6. Costings;** Depending on whether you've had to spend any money on organising this event, you may want to consider charging a small fee for those who attend, or even requesting a donation. This will ensure this event is still accessible to those who need it, while also covering any additional expenses they event requires.



# HOW TO GET STARTED:



**7. Rules;** You need to also plan ahead to consider how this swap will operate. Will there be a system of swapping toys of equal value, or a system of points required for a trade- i.e., a small toy may be worth 1 point, whereas a child's bike would be worth more. It's best to talk to your guests to understand what they're looking to get out of the event.

**8. Promotion;** Now you've got the rules mapped out and your event planned, it's time to start promoting! If you've chosen specific people for your guest list, it's as simple as sending out an invitation. We'd recommend an e-invite to help produce less waste. However, if your event is open to the public, you'll need to get the word out there. Think about advertising to local community groups, or parents at schools. Social media is also a great way to promote your event. If you need any suggestions, feel free to get in contact with us for some tips.





# HOW TO SET UP:

## *Before the event...*

**1. Set up:** Depending on how you've decided to run your swap; you'll need to now make your ideas a reality. If you decided on a token system based on value, begin to set up tables/areas with the value of the toys visibly marked. If you've decided to just do a toy for a toy, consider sorting toys into age ranges to help your guests sift through.



**2. Assign tasks:** If you decided to enlist help, make sure everyone knows what their task is for the event. We'd recommend having a couple people greeting guests and helping explain the toy swap system, and a few to manage the swaps.

**3. Swap!** Now you've finished organising and setting up the event, it's time to swap! Consider playing some upbeat background music or engaging with your guests to keep the mood light and enjoyable.

## *After the event...*

**1. Arrange for leftover items to be collected or dropped off;** If some people bring more toys than they've swapped, you could end up with some leftover toys, so be sure to have a plan in place.

You could donate them to your local charity shop or check around your local communities to see if there's any interested parties to take any toys off your hands.

**2. Share your story;** What did your event excel at? What would you try different next time? Each event is different, but all help to make a positive step





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