

# REPAIR EXCHANGE HOSTING GUIDE

This helpful guide is for community builders when planning and implementing a Repair Exchange. Sourced from the community, this is a tool on considerations to make your repair exchange as successful as possible.

## BEFORE REPAIR EXCHANGE

Elements to consider before a Repair Exchange.

CONSIDERATIONS FOR PARTICIPANTS	CONSIDERATIONS FOR FIXERS	EXPERIENCE CONSIDERATIONS
<p>Get a sense of what types of items, participants would want to get fixed.</p>	<p>How would the Fixers like to be compensated - what's the exchange?</p>	<p>Assess the space, is it accessible, temperature control and comfortable, audio, what is within your control?</p>
<p>Reflect on who's currently in attending? Are there direct invites you should make.. to engage more types of participants that could benefit attending a Repair Exchange.</p>	<p>Are you aware of what types of skills, tools and capacity Fixers possess?</p>	<p>Provide as much information as possible on the various communication platforms.</p>
<p>Get a sense of who is participating? Are there participants that you should make accommodations for?</p>	<p>Get consent from Fixers on any printed marketing about them.</p>	<p>Is there appropriate signage and easy wayfinding.</p>



# DURING REPAIR EXCHANGE

Elements to consider during a Repair Exchange.



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<b>CONSIDERATIONS FOR PARTICIPANTS</b>	<b>CONSIDERATIONS FOR FIXERS</b>	<b>EXPERIENCE CONSIDERATIONS</b>
<p>Welcoming Participants into the space. Share clear expectations and guidelines.</p>	<p>Fixers are there to support learnings and provide skills. To help guide Participants not <i>just</i> repair items.</p>	<p>Develop meaningful and comprehensive ‘community guidelines’ prompt others to add their own based on their needs.</p>
<p>Ensure folks sign any necessary forms to participate.</p>	<p>How can you support the expectations of the Fixer(s). Understand their needs to support them.</p>	<p>Will food/snacks be provided?</p>
<p>When specific items that can’t be fixed. Are there options and alternatives?</p>	<p>Ensure Fixers take breaks!</p>	<p>Identify a process to address negative, insensitive, racist, comments and behaviours. In the moment!</p>
<p><b>Additions</b></p>		

# AFTER REPAIR EXCHANGE

Elements to consider after a Repair Exchange.



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CONSIDERATIONS FOR PARTICIPANTS	CONSIDERATIONS FOR FIXERS	EXPERIENCE CONSIDERATIONS
<p>How can Participants reciprocate? Is it by offering a donation, sharing their own skill, vounteering next time? Provide options for future involvement</p>	<p>Reflect on who's currently not there, are there direct invites you should make. To allow for more types of Fixers who could share their skills at a Repair Exchange.</p>	<p>Continue to improve, embed and design equitable access for future Repair Exchanges. Equity is an ongoing process!</p>
<p>Is there an opportunity for Participants to share their feedback on the experience, whether formal or informal.</p>	<p>Is there an opportunity for Fixers to share their feedback on the experience, whether formal or informal.</p>	<p>What future roles are required beyond Fixers and Hosts? A warm Welcomer, Photographer, Social Workers, Translators, or other support person(s) available?</p>
<p>Capture the experience, what was fixed, what kind of connections were made. Share the experience.</p>	<p>Possible opportunities for Fixers and future Fixers to be mentored?</p>	<p>Are there other non-profit organizations and community groups that are aligned for future Repair Exchanges to invite and create partnerships?</p>
<p><b>Additions</b></p>		