Reuse Economy in Action: Planning a Campus Repair Fair to Cultivate a Circular Consumption Culture

Becca Horwitz, Carleton College ‘22
Emma Leither, Carleton College ‘20
Alex Miller, Sustainability Program Coordinator, Carleton College
Repair Fair
Agenda

History & Background: PLAN + Points of Intervention

Event Planning Templates/Guides

Planning your own event
The Post-Landfill Action Network cultivates, educates, and inspires the student-led zero waste movement.
Repair Fair Goals:

- Encourage people to repair their items rather than buying new things!
  - Provide a free opportunity for fixing!
  - Encourage fixers to engage with people (showing them how something could be repaired in the future)
- Engage the campus and greater community in a deeper conversation about consumption
<table>
<thead>
<tr>
<th>Time Until Event</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Months</td>
<td>Start contacting fixer-volunteers</td>
</tr>
<tr>
<td>2 Months</td>
<td>Begin advertising</td>
</tr>
<tr>
<td>1 Month</td>
<td>Begin volunteer search/setup</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>Send information out about event (time, location, other specifics)</td>
</tr>
<tr>
<td>1.5 Week</td>
<td>Begin gathering tools needed</td>
</tr>
<tr>
<td>3 Days</td>
<td>Send reminder email to volunteers (Post on FB, Etc...)</td>
</tr>
<tr>
<td>2 Hours</td>
<td>Set up chairs + tools</td>
</tr>
<tr>
<td>1 Hour</td>
<td>Volunteers Arrive</td>
</tr>
<tr>
<td>1 week after</td>
<td>Send thank you cards to volunteers!</td>
</tr>
</tbody>
</table>
Planning Process:

People
- Fixers
- Volunteers

Tools

Spaces
- Large enough and able to accommodate special fix needs (i.e. bikes)

Promotion!
The Day of the Repair Fair:

Set Up

- Have a map!
- Label some tables and leave others open

Volunteers

- Assign specific roles to every volunteer
- Have a check-in process for volunteers

Fixing

- Area Captains: Bikes, Sewing, General Mechanic
Documentation

Keep all information to run the event again!

- List of Contact Information for Fixers and Volunteers
- Acquisition of Tools
- Timeline
- Publicity materials and schedule
- Recap of event & future adjustments
Future Adjustments:

Number of fixers and size of each station.

Cutoff for repairs to be completed (30 minutes?)

Improve DIY table (encourage circular consumption independently!)
Repair Fair: Lessons Learned

Be clear and precise with volunteers

- Sign-up, what task, when, and where to meet?
- Check-in, who to check in with?
- Training, what information do they need to know before starting their shift?

Map out the event!

Keep contacts (documentation) and build relationships
Helpful tool:
Carleton Sustainability Project Guide

- Developing new projects/programs
- Help students identify approval and cost needs
- A fully completed guide helps staff make decisions and support thoughtful initiatives.
- Not just for sustainability projects!
# Project Management Plan

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Background</td>
<td>Project summary and goals</td>
</tr>
<tr>
<td>2. Project Stakeholders</td>
<td>All people/groups involved</td>
</tr>
<tr>
<td>3. Scope Definition</td>
<td>Time/money/support</td>
</tr>
<tr>
<td>4. Quality Criteria</td>
<td>How to measure success</td>
</tr>
<tr>
<td>5. Process and Schedule</td>
<td>What is the timeline? How will things get done?</td>
</tr>
<tr>
<td>6. Budget/Cost Model</td>
<td>Consider all financial costs/funding</td>
</tr>
<tr>
<td>7. Risk Management Plan</td>
<td>What could go wrong?</td>
</tr>
</tbody>
</table>
Project Background

Explicitly state what the project is

State the goals/objectives

Clearly differentiate how this project differs from other campus projects
Project Stakeholders

Who is impacted by this project?

Which voices should be heard?

Breaking down stakeholders:

● Target Audience
● Design/Implementation Team
● Advisors/Consultants
● Approval Bodies/Governing Entities
Scope Definition

What are the resources?

- Time
- Money
- Support (staff/volunteers)

How much can reasonably be done in your timeline?
Quality Criteria

What is the intended level of quality?

What does success look like for this project?

Indicators:

- Good
- Better
- Best
Process and Schedule

List of required tasks for the project

- Identify each step
- Who is responsible
- Deadlines for each task/phase
Budget/Cost Model

What are the monetary costs?

What are the funding sources?

What could you get donated or borrow to save money?
## Example Budget:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools</td>
<td>$0</td>
<td>Borrowed from <strong>Maintenance</strong> or <strong>Fixers</strong> brought their own</td>
</tr>
<tr>
<td>Consumables (ie. thread)</td>
<td>$75</td>
<td><strong>Carleton Student Association</strong> (student senate)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Sustainability Office</strong></td>
</tr>
<tr>
<td>Snacks day-of for volunteers &amp; fixers</td>
<td>$75</td>
<td><strong>Sustainability Office</strong></td>
</tr>
<tr>
<td>Set-up Fee</td>
<td>$30</td>
<td><strong>Sustainability Office</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Facilities</strong> reduced the fee since we had volunteers help set up all the tables.</td>
</tr>
<tr>
<td>Signage</td>
<td>$5</td>
<td><strong>Student Activities</strong> has banner making supplies students can use for free, minimal printing.</td>
</tr>
<tr>
<td>Contingency</td>
<td>$15</td>
<td>Just in case!</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$200</strong></td>
<td>Get creative with your partners and be specific with your asks.</td>
</tr>
</tbody>
</table>

Get creative with your partners and be specific with your asks.
Risk Management Plan

What could go wrong with this project (are there any potential risks)?

What are your backup plans?

Your event gets canceled!

Dear Members of the Carleton Community,

I want to share with all of you the latest set of decisions we have made concerning Carleton’s response to the coronavirus (COVID-19) pandemic. Most important, after extensive discussion and consultation among College leadership, we are continuing with remote instruction for all of Spring Term.
Good luck planning your event!

bit.ly/RepairFairPlanningGuide
Connect with us!

Becca Horwitz, horwitzb@carleton.edu
Emma Leither, leithere@carleton.edu
Alex Miller, amiller3@carleton.edu

Facebook: @carletonsustainability
Instagram: @carletonsustain
Online: go.carleton.edu/sustainability

Repair Fair Google Sheet:
bit.ly/RepairFairPlanningGuide