

How to organise a Repair Cafe in your community

Early preparation (6 months ahead)

Visit a Repair Cafe

Familiarise yourself with the [Repair Cafe Organisers' Hub](#)

Attend [CCF Repair Cafe](#) training

Form local group, set up an email address & sign up to our [Repair Cafe Organisers' Register](#)

Visit another Repair Cafe to cement your learning

Find a suitable venue (see [venue checklist](#))

Recruit repairers & volunteers locally (see [Repair with us](#))

Book a date:

- Check RC [event listings](#)
- Check venue availability
- [Book a toolkit](#)
- Confirm venue booking

Once date agreed (3 months ahead)

[Set up group on Restarters](#) and list your event. It will appear on the [CCF website](#) once approved.

Decide on insurance ([see guidance](#) incl. £30/event via CCF) & email us

Conduct risk assessment using [template](#) & send it to us

Decide on booking system (we can send template google form)

Request repairers & PAT testers from the network (requests sent to repairers 1st Thurs of month)

[Check e-waste bin availability.](#)

Respond to offers from repairers

Plan & roll out comms

Arrange toolkit logistics with host

The run up (1 month ahead)

[Add booking details to Restarters event listing 1 month ahead \(will appear next day on CCF site\).](#)

Pair new repairers with experienced repairers

Match bookings to skills & fill in [job sheet](#) (ask repairers advice)

Manage bookings: [example emails](#)

Close bookings (≈ 25% walk ins)

Plan cafe (list ingredients)

Email repairers (remember GDPR): arrival time; final job sheet; risk assessment; transport/parking

Print forms (see [Organisers' Hub](#)):

- Registration form x1
- PAT form x1
- Repair agreement x #visitors
- Repair log x #repairers
- Risk Assessment & job sheet

On/after the day

Collect & return toolkit as arranged with host

[Set up room](#) in line with Risk Assessment

[Safety briefing](#) (1/2hr before RC start)

Run Repair Cafe (plenty of cake for volunteers)

Take photos & share the event via social media

Log repair data on the Restarters Fixometer ([see guidance](#))

Feedback network

Pay insurance invoice (due 1 week after) & make donation 😊

Thank all, debrief & start planning your next!

Contact us: repairnetwork@cambridgecarbonfootprint.org

Our resources: cambridgecarbonfootprint.org/repair-cafe-organisers-hub/

