

How to organise a Repair Cafe in your community

Early preparation (6 months ahead)

Visit a Repair Cafe

Attend [CCF Repair Cafe](#) training

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

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

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

Book a date:

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

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

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

Once date agreed (3 months ahead)

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

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

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

Respond to offers from repairers

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

Plan & roll out comms

The run up (1 month ahead)

[Add booking details to Restarters event](#)

Arrange toolkit logistics with host

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

