



The first question to ask is who is it for and why do you want to host one? Are you doing it to raise money for your community group, are you doing it as a positive environmental action, or are you and your friends looking for some new clothes? Once you have made that decision, it will make planning it so much easier.

What to consider

Ask friends, family or colleagues to help you run the event.

Monaghan County Council's pop up shop/swap kit includes 4 heavy duty rails and this guide on how to run an event. If you are planning a specific pop up/swap shop e.g. Halloween costumes, maternity wear or Christmas jumpers, you will need to ask people to drop the clothing to you before the event.

Pop up shops can be free of charge, where you ask people to bring a number of items and sell/swap them for the same number. If you are hoping to raise money, you might want to consider charging a small entrance fee. Your venue might also require a fee to host the event, why not contact your local community centre and see if you can host it for free?.

Unfortunately, some of the items of clothing may not be fit to wear, so decide what will happen to that and who will drop it to a clothes bank after the event.

How many items will you sell?

Limit the number of clothes people might bring to the event, you could end up with bags of items. Be specific, anything between 5 to 10 items per person works well and setting a minimum ensures fairness to all.

What to sell

Some groups might prefer to only sell clothes, but others might include shoes, bags, jewellery and belts. When you are letting people know about the event, be specific. List the things you don't want people to bring for Health & Safety reasons. These might include underwear, swimwear, pyjamas or earrings.

Where is the pop up shop taking place?

Consider the cost of renting a venue, if it's a larger community event, you might also consider whether the venue has public liability insurance, access to a bathroom and is accessible to all.

Entertain or educate?

A pop up or swap shop provides an opportunity to learn more about simple climate action. You might want to consider running a repair café alongside it, where people demonstrate how to make alterations, fix zips, add patches or sew on buttons. A local alteration service might get on board for a small fee. Maybe hold a raffle, have a guest speaker or provide light refreshments?.

What to do with left over clothing

If you have borrowed the Monaghan County Council kit, and you have left over items, consider donating them to a charity shop or recycling them.

How long will the event last?

The duration of the event is up to you but its best to allow a few hours so that people can drop in and out. This allows for a decent exchange of clothing during the time period.

The time allocated will also depend upon your volunteers, the availability of the venue and whether it clashes with other local events.

What might you need to help the event run smoothly?

If it's a small event, you only need to ensure that there is room for people to move around and possibly try on items of clothing. If it's a larger event, it's a good idea to consider the following:

- Should you stagger the times, will you need a waiting area or changing area?
- Where will you set up the tables, rails, mirrors etc. to ensure there is accessible space all around?.
- Will you try and display items by size, colour or type?
- How many volunteers will you need to help out? Consider setting up and taking down, directing people, welcoming people and swapping the clothes, as well as displaying new items of clothing as they arrive. It can get hectic if lots of people arrive together.

Anything else to consider

You will be provided with 4 heavy duty clothes rails, but you may need more.

How are you going to let people know about the event? Do you need to advertise it in the local parish notes, newspaper, social media sites?

Give people plenty of notice so they can consider what they might bring along to sell/swap. One or two weeks is sufficient.

Only accept items in good condition. Give back anything that is stained or in poor condition unless you are willing to dispose of it on their behalf.

Have some fun and spread the word!

Pop up shops and Clothing swaps are a great opportunity to have a bit of craic and try out new styles and fashions. Remind people to be mindful and only take what they would genuinely wear.

Keep note if possible of the amount of people who turned up to the event and keep a note of the numbers of items sold if possible, follow up the fun facts and share with participants or the media. Let us know too, we would love to hear how you got on. You might mention how many textiles were saved from landfill and the impact this climate action has had on our planet..

Why bother?

According to the EPA, items including clothing, footwear, towels and upholstery products, 65% of them ends up in the general waste bins.

We buy, use and discard, it has been estimated that there is enough clothing in circulation at the minute to clothe the next six generations.

Working together, we can make good things happen, teamwork makes the dream work!

Monaghan County Council

Positively Impacting – supporting our community