



Dear Repair Café organiser,

In the folder that you have just downloaded, you'll find the additional materials that the Repair Café Foundation has made available for local organisers. With this material, you can organise the start of your Repair Café to the smallest details. This will also be useful to you in the following phases.

With the additional materials you can, among other things, decorate the room where your Repair Café is held. You can, for example, print and plasticise the **posters depicting people making repairs** and hang them on the wall. The **sign boards** with texts like 'Electrical appliances', 'Textiles' and 'Furniture', can be hung near the various basis stations. The **poster** which encourages visitors to make a **donation**, can get a prominent place near the tip jar.

The **repair forms** and **house rules** can be printed on the same paper: the repair forms on the front side, the house rules on the back. The repair forms are very useful. You can put them on the reception table and encourage visitors who come by with broken items to fill them in in as much detail as possible. Don't forget to point out the house rules to the visitors and ask them to sign the form for agreement with these rules. This way, you can cover yourself against complaints afterwards.

The experts in your Repair Café are supposed to complete the repair forms (could the broken item in question be repaired, and if so, how did they do it?) and collect them. This way, at the end, you'll have a complete overview of what has been repaired at your Repair Café.

It's a good idea to print the house rules not only on the back of the repair forms, but also, in a larger format, on a separate paper. Hang this paper prominently on the wall. This way, no-one can afterwards claim that they were not familiar with the house rules.

The document about **working safely** is very important! It contains all kinds of advice that will help you ensure that work at your Repair Café is done safely. Read this document through carefully, place printed copies of it in your Repair Café and regularly (for example, every three months) send it per email to all the repairers at your Repair Café. That way, you'll verifiably be working towards safe working conditions.

For filling in and adapting the **announcement poster and flyer** we have made a step-by-step manual, which you will find among the additional materials. The various steps in this manual also apply to the flyer with which you can **recruit donors**. You can also fill in the ready-made **press release** and the **volunteer recruitment form** in this folder yourself. The **feedback form** enables you to collect valuable feedback from visitors.

Among the additional materials you'll also find **logo files** in various formats. For digital use and print, please choose the RGB logos. For professional printing, choose the CMYK files. The small, square logo files can be used for social media, for example as a profile picture on the Facebook page of your Repair Café, or for your account on Twitter.

You'll also find a ZIP document with **logo template files**. These allow you to simply add the place name of your Repair Café to the Repair Café logo. The details on how to do this can be found in the **manual logo template**, that is also part of the additional materials.

When you start your own Repair Café, it's a good idea to not only set a date for the first meeting, but to set a couple of dates directly. This will enable you to advertise the next Repair Café meeting during the first one. We advise you to distribute the posters approximately two weeks in advance.

When you have fixed a location and planned dates for your own Repair Café, please send us an email via [info@repaircafe.org](mailto:info@repaircafe.org) to tell us the **exact address** of your Repair Café location. In the same message, please

send us the **following details** as well:

1. the name of the person who will act as a contact for your Repair Café (for visitors' questions or for the media)
2. the email address and telephone number where this person can be reached
3. the URL of the website or Facebook page of your Repair Café.

We need this information to be able to add your Repair Café location to the world map on [Repaircafe.org](http://Repaircafe.org).

We hope these additional materials will help you along.

We wish you lots of luck and fun preparing your Repair Café!

Best regards,

The Repair Café Foundation team