

Big Swap Manual

Big Swap Manual 2.0

Big Swap, started by Julia Hok and assisted by Izabella Smolnicka-Dos Santos in 2025 and expanded by Kai Blankenship in 2026, is an event intended to support the diversion of student waste from landfill and increase on-campus reuse. Swapping is a popular form of community care as it prioritizes a culture of reciprocity and sharing of goods rather than profit — *the idea of a swap event is not new* and Big Swap was inspired by the [concept of mutual aid](#) [please read!]. Thus, this event is intended to maximize the exchange of goods and is open to all of campus—including staff, faculty, and graduate students—not just undergraduates. **Please read this manual in full** to understand how to uphold this event by its intended values and purpose, as well as to get ideas on how to make it bigger and better!

Table of Contents

Values & Goals	2
Advertising	3
Branding	3
Previous Canva Designs	3
Accounts	3
Details and Themes	3
Necessary Details to Include	4
Distribution Plan (update as needed!)	4
Digital Advertising	4
In-person Advertising	5
How to Run the Instagram	5
How to Run the Partiful	5
Timing of Advertisements	6
Planning Logistics	6
Supplies	6
Arranging Item Drop-off	7
Residential and Neighborhood Partnerships	7
Organizing Volunteers	8
Implementation Logistics	10
Set-up: Swapping	10
Set-up: Event experience	10
Measuring impact / Metrics documentation	10
Post-Event	11
Collecting Feedback	11
Clean-up	11

Values & Goals

Big Swap is inclusive of ALL campus affiliates and community members. This includes undergraduate students, graduate students, faculty, and staff. No one will be denied entry unless they pose a danger to attendees.

This is because the goal of Big Swap is to maximize the exchange of goods in order to divert as many items from landfill as possible. The more items that come in, the better. Ideally, all items are swapped by the end of the event, but bringing in items is more of a priority than getting everything taken because leftover items will be donated via Give & Go and partnerships that you choose to make.

Big Swap is committed to donating items to good causes. At the end of each swap, we first look through what is leftover to collect any high value items (appliances, electronics, etc.) for the FLI Office's FLI Drive. We additionally collect business apparel to donate to the Career Closet.

Big Swap is successful because it centers student needs and motivations. The following are principles founded from interviews with 20+ RAs, students, and other student leaders:

1. Connection

Big Swap understands that connection is what drives reuse, not environmentalism. Students prefer to give things they don't want anymore to someone else who needs it, whether that be to a friend, family, or a good cause. People get excited to share items with people they care about, and Big Swap as an experience brings people together to promote this culture of *giving, getting, and sharing*.

2. Convenience and Accessibility

Students have a lot on their plate and face a lot of constraints that prevent them from choosing more waste-reductive options. Knowing what these options are, having a car, having the time in between classes, having the energy to go out of their normal schedules to pursue these options — these are all things that may not be accessible for a student.

This is why Big Swap is specifically hosted in locations that are in walking distance from large groups of student housing and are easily accessible via car. Further, locations are selected which have high foot traffic such that Stanford affiliates passing by may engage with the event even if they were not aware of it before.

3. Financial Resourcefulness

The key pull to this event is that all clothing and items (AND food) are free. By both giving and getting, all parts of our community are benefitting and this does not need to come with a price. Students appreciate reuse because it is financially resourceful — saving money by *getting* it from someone else who doesn't need it anymore or making sure it's put to good use by making sure they are *giving* it to someone who needs it. This circular, mutual benefit is what can bring students from all around campus (and across class years) together.

Advertising

Branding

Previous Canva Designs

- [Big Swap](#) (Instagram 4:5 + mixed formats)
 - [Signage](#) for event tables (11"x8.5")
 - [Flyer Prints](#) (8.5"x11")
 - [Half-page Flyer Prints](#) (11"x8.5")
- [Big Swap 2](#) (mixed formats)
 - [Signage](#) for event tables
 - [Instagram Square](#)
 - [A-frame \(22"x28"\)](#)
 - [Flyer Prints](#) (8.5"x11")
- Big Swap is Back: Move-In Edition
 - [Signage for event tables](#)
 - [Instagram Square](#)
 - [A-frame \(22"x28"\)](#)
 - [Flyer Prints](#) (8.5"x11")
- BIG SWAP (small) Holiday Swap!
 - Signage for event tables (N/A)
 - Instagram Square (N/A)
 - [A-frame](#)
 - [Flyer Prints](#)

Accounts

- Instagram
 - User: BigSwapperStanford
 - Pass: Livinglab123!
- Fizz
 - Please call/text/email Julia to transfer account (needs new phone number) at (386)627-3452 or hokj27@gmail.com.
- Partiful
 - Same as Fizz.
- Canva
 - Ask OOS for log-in to access older designs via their Pro account.

Details and Themes

- Catchy, easy to remember, **COOL**. See Day N' Mayfield for some inspiration -- they do a good job of making student-friendly design.
 - Can incorporate a theme based on the **season**! Fall, winter, spring, summer, etc.
 - BRIGHT COLORS, BIG motifs, natural details (sky, water, flowers, etc.)
- Easy-to-understand messaging + clear purpose:
 - To clear items out that you don't want anymore and to give your items **another life** (divert from landfill)

- **The better option** instead of panic throwing things away at move-out
- Saves money because it's **free**
- Saves time because you don't have to go to the store (especially if you don't have a car) to buy something
- Somewhere to get something with a story / unique (like thrifted clothes / "previously loved")
- **NOT a dump** but a **SWAP (reciprocity / mutual benefit)**
 - YOU benefit as much as OTHERS do
- Fun event, **joyful, collaborative**, pre-loved!!
- Something that you would want to stay at to browse and **hang out**, something that you should bring your friends to (social aspect / community)
- A Stanford **tradition**

Necessary Details to Include

1. FREE clothing and items
2. Free food and music
3. Bringing items is NOT required to take items / swap
4. Items must be cleaned before donating -- golden rule: bring items you would be okay giving to a friend!
5. All leftover will be given to a good cause (partnerships via Give & Go, e.g. FLI Office)

Distribution Plan (*update as needed!*)

Digital Advertising			
Mailing Lists / Newsletters	Social Media	Slack Communities	In-person Connections
Most important ones are listed here. Please see the addendum for the full list. ● Service4all ● sssustain ● We_the_flip ● Ejworkgroup ● In the Cards (undergrad) ● Earth Systems Newsletter ● Design Newsletter	● Fizz ● Facebook ● LinkedIn Instagram Accounts to tag / collaborate post with: ● @sustainablestanford ● @stanford.rde ● The Neighborhood you are partnering with (e.g. @stanford aspen_)	● Doerr School of Sustainability ● Stanford-pro party-reuse channel	Send emails to everyone you know who can forward your email blast + spread the word for you! This includes: ● RAs of all audited dorms (Izabella has connections) ● FashionX ● SSS

• GLO (grad) Newsletter • ASSU (grad)			
<u>In-person Advertising</u>			
Key Locations (high foot traffic)	White Plaza tabling Week 1 and 2		Other Potential Partnerships
• Near big classrooms on bulletins • History corner classroom • In hallways • In bathrooms of dorms (ask RAs) • Y2E2 • STLC • Lathrop • On-call Cafe • Tresidder Union tables	Can be during Farmer's Market. • Print half-page fliers to distribute • Have something eye-catching, to give away, or a prize wheel to get people to engage, etc. • Can have A-frame available for display		• Hosting an event at On-call Cafe • Jeanette Smith-Laws at Tresidder Union (Fall Move-in Event!)

How to Run the Instagram

1. **View old posts** at [@BigSwapperStanford](#) for inspiration and to understand Big Swap Branding. Feel free to re-use the material and refresh it by using a different theme.
2. It's important for one main Instagram post about the upcoming swap to be ***just the flier*** with all important collaborators/tags/thorough caption.
 - a. This is the flier that people should be sharing the most and should be *pinned*. All following posts should then have the flier attached to it.
3. Additional posts should be about **any important details** that help clarify the event's purpose/answer any questions attendees may have. Make posts as simple and direct as possible such that they are easy and quick to read / understand. Examples:
 - a. *Answering questions / FAQ*
 - b. *Item Drive*: highlighting specific items to bring
 - c. *Countdown* (3 weeks, 2 weeks, 1 week, 5/4/3/2/1 days, etc.)
 - d. *Announcements* of partnerships, raffles/prizes, etc.
4. Every Instagram post should be **supplemented by a Story post**. Tagging other relevant accounts here is helpful as they can re-post on their stories.
5. **Reach out to other Stanford accounts** (especially community-focused ones) to help spread the word -- e.g. dm them to ask if they can share, repost, etc.

How to Run the Partiful

1. **Turn off** visibility of guest count at the launch of the event. Turn it back on once it has reached a good amount of RSVPs so that people aren't discouraged by low attendance. (~100 is good)
2. **Include all important links** as this is the 'hub' for RSVPing -- include Google Form for item RSVP and volunteering sign-ups, FAQ Sheet, Instagram, etc.
3. **Send text blasts** as needed (see below on timing) to remind both 'Going' and 'Maybe' lists to:
 - a. Begin collecting and cleaning the items they want to bring
 - b. Tell their friends
 - c. Check the FAQ Sheet
 - d. See and share new Instagram Post
 - e. + any other updates (including a **follow-up** on the success of the event after it's over!)

Timing of Advertisements

1. **Posting online:** Start sending out "*Save the Dates*" up to a quarter in advance (catch students when they're in "planning" mode, aka the beginning of the quarter or at least 1-2 months ahead). Then post once a week leading up to the event.
 - a. Have official flier with all necessary details posted as soon as possible, but latest 2 weeks ahead of the event. The sooner the better to help people get started packing / to prevent people from throwing away items (although students mostly do things last minute).
 - b. Can include messaging to remind students/faculty/staff to hold onto things after break
2. **Posting in-person:** Putting up fliers can help increase visibility and curiosity of the event even if people do not read it. Fliers can be tacked onto bulletins, taped to walls/doors/windows, and left on tables. You may flyer 1-2 weeks ahead of the event. If capacity is low, this can be skipped in favor of more frequent email blasts and asking everyone you know (+ community hubs) to share the flier.
3. **Emails:** Email blasts are the most effective for advertising; majority (47%) of students hear about Big Swap through these, followed by word of mouth (26%). Therefore, **sharing email blasts frequently and strategically is an advertising priority.**
4. **Partiful text blasts:** Reminders, updates, or other announcements can be sent as you see fit. Former posting schedules were: 1 week prior, 1-3 days prior, day of, and 1-3 days after.

Planning Logistics

Supplies - Updated as of 2026

- Organized by Big Swap and aided by Office of Sustainability:

- At least 12 tables, two for check-in and inventory (can be borrowed from Outdoor Center)
- At least 2 chairs for check-in
- Sandbags or other weights to hold down clothing racks (one each) and dressing rooms (two each)
- 6-8 clothing racks (rented by Office of Sustainability)
- Hangers from Big Swap storage
- 2-3 canopy tents, two for check-in table + an extra to house belongings for Big Swap Staff. Order additional tents for other activities you plan (Repair Cafe, workshops, etc.)
- Masking Tape (multiple rolls)
- Inventory Google Form, new one for each swap
- Signage for event
 - A-frames of simplified flier design
 - Alpaca sign
 - Blank themed signs (for item and clothing categories)
 - “Do Not Touch” signs (for Big Swap Property)
 - “Return Hangers” sign
 - Caution tape or other signage to signify Big Swap Staff Only area (to prevent attendees from taking items that haven’t been processed yet + to close off area for volunteers to leave their items)
- At least one full-length mirror (to be propped up against a clothing table, in Big Swap storage)
- 2 pop-up dressing rooms (Iza)
- 2 small mirrors (to be placed inside or right outside the dressing rooms; an over-the-door mirror should suffice)

Arranging Item Drop-off

Drop off window is open early in the day to allow attendees to donate their items if they are not able to attend the event.

In previous Big Swaps, this has been 11-7pm or 10am-2pm for example, as Big Swap staff will be present to begin setting up. This may change depending on capacity of Big Swap staff and may adapt to other collection methods.

*The more items that are dropped off before the event, the more items can be processed ahead of time. Therefore, there must be at least **two volunteers** on site at all times to collect and sort items. **The most volunteers are needed (6+)** during event hours (4-7pm) as peak drop-off time has shown to be around 5pm.

Partnerships

Partnerships are the foundation of Big Swap's success. As the program has grown from a single event into a campus-wide reuse initiative, strong relationships with student organizations,

university offices, and administrative partners have become essential for expanding reach, securing resources, and ensuring long-term continuity.

Big Swap's primary audience remains students, but successful events engage the broader Stanford community, including graduate students, faculty, staff, and community partners. Because different groups have different interests, needs, and communication channels, maintaining a diverse network of collaborators is critical for maximizing participation and impact.

Outreach and Community Partnerships

Student organizations and campus groups play a major role in promoting Big Swap. Partners can help:

- Share event information through mailing lists, newsletters, Slack channels, and social media
- Recruit volunteers and committee members
- Connect Big Swap to new student communities
- Host collaborative programming such as repair workshops, upcycling activities, educational booths, and clothing swaps

Over time, Big Swap has benefited from partnerships with organizations including ASSU, FashionX, Earthtones, Superbloom, Day N Mayfield, Stanford Athletics, The Arbor Live, Sustainable Community Interns, and many others.

Operational and Administrative Support

Large-scale Big Swaps require coordination with several university offices. Key partners include:

ASSU

- Funding support for event operations
- Assistance covering venue fees and event expenses
- Promotion through campus communication channels such as In the Cards

Office of Sustainability (OOS)

- Strategic planning support
- Assistance securing clothing rack rentals
- Reuse and sustainability expertise
- Connections to campus partners and resources

Student Affairs and Student Union (Jeanette Smith-Laws)

- Event planning support
- Venue coordination (Venue costs can be significant, the February 2026 White Plaza Big Swap required \$1,500 in venue support which was covered by Jeanette)
- Access to campus event infrastructure

Outdoor Center

- Table loans and event equipment support

Event Venues and Infrastructure

Unlike earlier iterations of Big Swap, the program no longer relies on Stanford's former Neighborhood System for event planning and operations. Events are now organized directly by the Big Swap leadership team in collaboration with university partners and student organizations.

Venues may be reserved independently or through partner organizations depending on the scale of the event. For larger activations, such as White Plaza events, early coordination with Student Affairs and Student Union leadership is strongly recommended.

As Big Swap continues to grow, maintaining strong institutional relationships is essential for securing venues, equipment, funding, programming support, and long-term continuity. These partnerships help transform Big Swap from a student-led event into a lasting campus tradition.

Small Swap and Vendorship

Purpose

Small Swaps were introduced during AY 2025-26 to increase the frequency and accessibility of reuse programming. Additionally, Vendor booths allow Big Swap to participate in existing campus events without hosting a full swap. This model expands awareness, builds partnerships, and introduces reuse to students who may not otherwise attend a sustainability event.

Unlike Big Swaps, Small Swaps:

- Require fewer volunteers
- Require less storage and transportation
- Can be hosted alongside existing campus events
- Allow students to engage with reuse throughout the year

Small Swaps serve as a complement, not a replacement, to quarterly Big Swaps.

Recommended Format

- 1-3 tables
- Clothing-focused inventory or specific theme
- 2-6 volunteers
- Hosted at existing events or high-foot-traffic locations

Example Partnerships

Winter Quarter Small Swap

- Farmer's Market partnership (Jeanette Smith-Laws)
- ~400 attendees
- 780 pounds diverted

Earthtones Small Swap (Vendorship)

- Environmental justice Festival
- Clothing-focused event
- 140 pounds diverted

Superbloom Small Swap

- Greek Life partnership
- Live music
- Raffles
- 478.5 pounds diverted

Organizing Volunteers

Volunteers are essential for the day of Big Swap! As of AY 2025-2026, **Big Swap Committee** was founded and is a group of 15+ student organizers and provides continuity between academic years. Future coordinators should prioritize recruiting and training new committee members each quarter. These committee members can be assigned tasks such as Inventory Lead, and can also help with repair stations and partnerships. Recruitment is done through a google form on the Big Swap Instagram and emailing lists.

Any Stanford-affiliate may sign up to assist with the event ([see example sign-up sheet here](#)) and is promised “first-dibs” on items as they come in as a token of appreciation (and incentive). The goal for volunteers is to process all items so they can be recorded for documentation, then to organize them to be swapped. It is important to **recruit as many volunteers as possible** because volunteers are available for limited times, so you must **ensure there are enough people for each role at all given times throughout the day**. Volunteer roles can be delineated as follows:

1. **Sorters** - Organizes and processes all items as they are dropped off.
 - a. (1-5+ people based on how busy it is)
 - b. Processes clothes by placing approved items into the “Runner bin” and unapproved items into a discard bin.
 - c. Each item approved is declared to the Inventory Lead for them to mark down, e.g. “2 pairs of shoes” “4 books” “1 bundle of tops”
 - d. All bundle-able items should be tossed into its relevant bin to be bundled (light tops, heavy tops, light bottoms, heavy bottoms, *maybe* dresses/jackets, etc.)
 - e. **Sub-role(s): Bundle Lead**
 - i. (~2 people)
 - ii. Takes items from the bundle bins and creates bundles of 10 items each, declares them to the Inventory Lead, then places bundles into the “Runner bin.”

2. **Inventory Leads** - Welcomes attendees/answers any questions; tallies items as they are processed in the Big Swap Inventory Sheet; responsible for documenting metrics.
 - a. (1 person at a time then rotating when needing break, 2-3 people total)
 - b. Before beginning their shift, they must develop a clear understanding of each category in the inventory
 - c. Makes quick judgments to organize items accordingly, e.g. a collection of hair ties → one tick mark for small beauty items
 - d. Listens carefully to sorters' declarations and confirms with them once they heard it
3. **Runners** (2-4 people based on how busy it is) - Delivers processed items from the check-in table to the swap area (tables, picnic blankets, etc.) for attendees to take.
 - a. Before beginning their shift, must understand the categories of each clothing/items station and where each item should go.
4. **Supervisors** (1-3 people) - Keeps tabs on the overall environment of the event to make sure things are going smoothly. Can hop into the above roles if they need assistance + fulfill more instantaneous needs as they come up.
 - a. Looks around at stations and cleans them up if they get too chaotic by:
 - i. Folding clothes
 - ii. Hanging more items on the clothing racks
 - iii. Making sure signage hasn't fallen off / is still visible
 - b. Takes photos/videos of event.
 - c. Makes sure volunteers are hydrated, fed, and have taken breaks (especially if sunny).

ALL volunteers must know the following before beginning their shift:

1. All items that arrive **must** be inventoried before being ready to swap. Items that have not gone through the check-in table are not able to be taken by attendees until after they have been delivered by a runner to a swap station.
2. Volunteers' "first-dibs" allows for them to take items before they are delivered, but they still must be inventoried. Bins should be placed near the check-in table or an area should be sectioned off to indicate "Big Swap Staff only" items for safekeeping.

Implementation Logistics

Set-up: Swapping

- Clothing racks are used for bulky items or items that are nice and can draw people in when displayed. This includes jackets, long dresses, or any flashy or cool items that can draw people in.
- Tables are used for all general items including bundled clothing, decor, and small household items. Use storage bins or other medium-sized boxes to hold accessories in categories (hats, belts, etc.) and place shoes below the tables.
- Picnic blankets are used for heavy or larger items such as a TV, furniture, bedding, etc.
- Use yellow caution tape or other signage to indicate a zone for Big Swap volunteers only, so they can set aside their items there.
- Print out blank sheets to use for emergency signage on the day of.

- Print out “DO NOT TOUCH” or “PROPERTY OF BIG SWAP” signs and tape them to the Big Swap Mirror so no one takes them -- this also includes “PLEASE RETURN HANGERS” and other signage for the boxes of hangers.

Set-up: Event experience

- Dressing rooms should be placed near clothing areas with small (“college” / door hanging) mirrors placed inside or outside the rooms.
- Bike Repair should be coordinated with Stanford Bicycle Project and Donovan (donnovan@stanford.edu) who can set up and run their own station
- Collaboration with FashionX or volunteers can run the clothing repair station which needs loose fabric scraps, needles, thread, and seam rippers.
- Arbor Live can provide set up and sound for live music and DJ, must be requested in advance.
- Food Vendors should be contacted early and able to set up themselves such as Street Meats or Froyocycle
- **Potential additions to the Swap:**
 - *Informational Tabling*
 - Reuse tabling will be near the swap to answer any questions and offer informational sheets about Give n Go and student reuse.
 - The Alpaca sign will be used for display.
 - Potential materials to give out:
 - Reuse options flier
 - [List of Resources to Donate](#)
 - Teaser / Save the Date for the next Swap
 - Contact collection sheet for people who want to help for the next one or be emailed?
 - [RA Sustainability Toolkit printouts](#)
 - “Your Closest Give n Go” printouts
 - *Photobooth*
 - With fun signs like “I love BIG SWAP” / “Big Swapper” / “FREE is for ME”
 - *Reuse Workshops:*
 - Mending clothes and/or refreshing discarded clothes
 - Turning expired make-up / other “trash” into art
 - *Repair Cafe*
 - Fixing bikes, appliances, accessories, etc.
 - *Drives*
 - *Generational loop (circular economy)*
 - *Partnerships with Stanford Athletics Fellow, Athletic Clothing Swap*

Measuring impact / Metrics documentation

- Use the google form and google sheet examples in order to track inventory. The equations on the google sheet can be copied and pasted for ease, and then the totals for each column can be multiplied by the weight estimate.
- Pictures and videos should be taken as much as possible, especially during peak hours.

- For future reference, if students are to sell items, they need to fill out the [ASSU Student Business Form](#).
- Track estimated CO₂ emissions avoided through reuse (1kg of clothing diverted = 25 kg of CO₂ avoided)
- Track number of participants attended and volunteers

AY 2025-26 Impact:

- 10,063 pounds diverted
- 114,100 kg CO₂ avoided
- 2,000+ attendees
- 19 partnership organizations

Post-Event

Collecting Feedback and Institutionalization

- **Fake receipts?** As souvenirs, info cards, and qr codes for feedback collection.
- Maintain:
 - Big Swap Bunch
 - Operations manual
 - Public donation guidelines
 - Recurring funding partnerships

Clean-up

- All leftover items will be collected, loaded up into personal cars, and donated to Give-N-Go, Stanford orgs (listed below), and local orgs in [Donation Resource Sheet](#).
 - PAWS (People for Animal Welfare at Stanford): linens, bedding, blankets, towels, t-shirts
 - SHEP (Stanford Housing Equity Project): hygiene products, special requests
 - FLI Office: clothing, bicycles
 - Career Closet: business clothes
 - Columbae (ask what they would want specifically collected for their partner orgs! We've collected clothing for farm workers in the past, as well as children's clothes/toys for low income families)
 - FashionX: textiles, craft supplies, special requests
- As of AY 25-26, Debbie Anders has also provided Big Swap a small closet area located in Roble Hall, where we are able to store our hangers, mirrors, and some leftovers that can be held for each swap.
 - The largest operational bottleneck is storage. Permanent storage would enable: More frequent swaps, Inventory retention, Equipment storage, Larger event capacity

- Make sure all items we accept at the swap meet are able to be donated + indicate what items are not acceptable based on the sheet.
- Contacts:
 - a. 2025-2026 Fellow Kai Blankenship (805) 558-5787, kaikblankenship@gmail.com

For the previous Big Swap Manual, please visit this link:

END OF DOCUMENT - SEE BELOW FOR ADDENDUM

EMAILS

Community

["firstgen2026@lists.stanford.edu"](mailto:firstgen2026@lists.stanford.edu) <firstgen2024@lists.stanford.edu>
["firstgen2027@lists.stanford.edu"](mailto:firstgen2027@lists.stanford.edu) <firstgen2025@lists.stanford.edu>
["firstgen2028@lists.stanford.edu"](mailto:firstgen2028@lists.stanford.edu) <firstgen2026@lists.stanford.edu>
["firstgen2029@lists.stanford.edu"](mailto:firstgen2029@lists.stanford.edu) <firstgen2027@lists.stanford.edu>
["rethinking_economics@lists.stanford.edu"](mailto:rethinking_economics@lists.stanford.edu) <rethinking_economics@lists.stanford.edu>
["the_diaspora-bounces@lists.stanford.edu"](mailto:the_diaspora-bounces@lists.stanford.edu) <the_diaspora-bounces@lists.stanford.edu>;
["comunidad@lists.stanford.edu"](mailto:comunidad@lists.stanford.edu) <comunidad@lists.stanford.edu>;
["wcc-announce@lists.stanford.edu"](mailto:wcc-announce@lists.stanford.edu) <wcc-announce@lists.stanford.edu>;
["lafamilia@lists.stanford.edu"](mailto:lafamilia@lists.stanford.edu) <lafamilia@lists.stanford.edu>;
["centrograds@lists.stanford.edu"](mailto:centrograds@lists.stanford.edu) <centrograds@lists.stanford.edu>;
["the_diaspora@lists.stanford.edu"](mailto:the_diaspora@lists.stanford.edu) <the_diaspora@lists.stanford.edu>;
["latinosunidos@lists.stanford.edu"](mailto:latinosunidos@lists.stanford.edu) <latinosunidos@lists.stanford.edu>;
["ejworkgroup@lists.stanford.edu"](mailto:ejworkgroup@lists.stanford.edu) <ejworkgroup@lists.stanford.edu>;
["diaspora_friends@lists.stanford.edu"](mailto:diaspora_friends@lists.stanford.edu) <diaspora_friends@lists.stanford.edu>;
["nativestudents@list.stanford.edu"](mailto:nativestudents@list.stanford.edu) <nativestudents@list.stanford.edu>;
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["we_the_flip@lists.stanford.edu"](mailto:we_the_flip@lists.stanford.edu) <we_the_flip@lists.stanford.edu>;
["students4affordability@lists.stanford.edu"](mailto:students4affordability@lists.stanford.edu) <students4affordability@lists.stanford.edu>;
["stanfordydsa@lists.stanford.edu"](mailto:stanfordydsa@lists.stanford.edu) <stanfordydsa@lists.stanford.edu>;
["asce-student-group-bounces@lists.stanford.edu"](mailto:asce-student-group-bounces@lists.stanford.edu)
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["class-of-2026@lists.stanford.edu"](mailto:class-of-2026@lists.stanford.edu) <class-of-2026@lists.stanford.edu>,
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["class-of-2029@lists.stanford.edu"](mailto:class-of-2029@lists.stanford.edu) <class-of-2029@lists.stanford.edu>
["altprotein@lists.stanford.edu"](mailto:altprotein@lists.stanford.edu) <altprotein@lists.stanford.edu>,
["sust-students@lists.stanford.edu"](mailto:sust-students@lists.stanford.edu) <sust-students@lists.stanford.edu>,
["earthsys-undergrads@lists.stanford.edu"](mailto:earthsys-undergrads@lists.stanford.edu) <earthsys-undergrads@lists.stanford.edu>
["earthsys-cotermis@lists.stanford.edu"](mailto:earthsys-cotermis@lists.stanford.edu) <earthsys-cotermis@lists.stanford.edu>

Departments

["cee-su-postings-undergrad-bounces@lists.stanford.edu"](mailto:cee-su-postings-undergrad-bounces@lists.stanford.edu)
<cee-su-postings-undergrad-bounces@lists.stanford.edu>;
["symsys-students@lists.stanford.edu"](mailto:symsys-students@lists.stanford.edu) <symsys-students@lists.stanford.edu>;
["education4all@lists.stanford.edu"](mailto:education4all@lists.stanford.edu) <education4all@lists.stanford.edu>;
["design_undergrads@lists.stanford.edu"](mailto:design_undergrads@lists.stanford.edu) <design_undergrads@lists.stanford.edu>;
["stanfordwomenindesign@lists.stanford.edu"](mailto:stanfordwomenindesign@lists.stanford.edu) <stanfordwomenindesign@lists.stanford.edu>;
["diversityarts@lists.stanford.edu"](mailto:diversityarts@lists.stanford.edu) <diversityarts@lists.stanford.edu>;
["environment_and_health@lists.stanford.edu"](mailto:environment_and_health@lists.stanford.edu) <environment_and_health@lists.stanford.edu>;
["fashionx_general_members@lists.stanford.edu"](mailto:fashionx_general_members@lists.stanford.edu)
<fashionx_general_members@lists.stanford.edu>;
["swidmembers@lists.stanford.edu"](mailto:swidmembers@lists.stanford.edu) <swidmembers@lists.stanford.edu>;
["stanfordwomenindesign@lists.stanford.edu"](mailto:stanfordwomenindesign@lists.stanford.edu) <stanfordwomenindesign@lists.stanford.edu>;

"sustainability-community" <sustainability-community@stanford.edu>;
"designkidsstudio@lists.stanford.edu" <designkidsstudio@lists.stanford.edu>;
"allartmajors-minors@lists.stanford.edu" <allartmajors-minors@lists.stanford.edu>;
"flying-treefriends@lists.stanford.edu" <flying-treefriends@lists.stanford.edu>;
"diversityarts@lists.stanford.edu" <diversityarts@lists.stanford.edu>;
"taps-majors-minors@lists.stanford.edu" <taps-majors-minors@lists.stanford.edu>;
"mintmagazine17@list.stanford.edu" <mintmagazine17@list.stanford.edu>;
<eseundergrads@lists.stanford.edu>; "zero_waste_campus_committee@lists.stanford.edu" "
<zero_waste_campus_committee@lists.stanford.edu>; "sumecommunity@lists.stanford.edu"
<sumecommunity@lists.stanford.edu>; "sdss-students-undergrad@lists.stanford.edu"
<sdss-students-undergrad@lists.stanford.edu> <ejworkgroup@lists.stanford.edu>;
esw-stanford@lists.stanford.edu ; sdss-school@lists.stanford.edu;
"frosh_service_liaisons@lists.stanford.edu" <eseundergrads@lists.stanford.edu>;
"human_rights_program@lists.stanford.edu" <human_rights_program@lists.stanford.edu>

GREEK

"kappa-sig@lists.stanford.edu" <kappa-sig@lists.stanford.edu>;
"kappabetaeta@lists.stanford.edu" <kappabetaeta@lists.stanford.edu>

RAs

"2526_studentleadercommons@lists.stanford.edu"
<2526_studentleadercommons@lists.stanford.edu>
"rowsleaders@lists.stanford.edu" <rowsleaders@lists.stanford.edu>

Environmental/Sustainability

- "sssustain@lists.stanford.edu" <sssustain@lists.stanford.edu>;
- "su_artsmakers@lists.stanford.edu" <su_artsmakers@lists.stanford.edu>
- "zero-waste-interns@lists.stanford.edu" <zero-waste-interns@lists.stanford.edu>;
- "service4all@lists.stanford.edu" <service4all@lists.stanford.edu>
- "zero-waste-students-bounces@lists.stanford.edu"
<zero-waste-students-bounces@lists.stanford.edu>
- "swapsatstanford-owner@lists.stanford.edu"
<swapsatstanford-owner@lists.stanford.edu>

Error/Other:

- sume@lists.stanford.edu
- sslap-community.lists@stanford.edu
- pd_undergrads@lists.stanford.edu
- a3c_community-owner@lists.stanford.edu
- theaterlab_rats@lists.stanford.edu>
- "esmajors-bounces@lists.stanford.edu" <esmajors-bounces@lists.stanford.edu>

REQUIRES FORMS

assu-undergrads@lists.stanford.edu (in the cards)
assu-grads@lists.stanford.edu

GRAD

sdss-students-graduate@lists.stanford.edu

sdss-postdocs@lists.stanford.edu

Master Doc

This document holds all important links and final decisions and acts as a summary of details of the Swap Meet.

Name

(The) Big Swap

Important Links

Planning

- * [Big Swap Manual](#) - Articulates all individual stages and what needs to happen.
- * [Planning and Timeline](#) - Holds all active To-Dos per person and across a weekly timeline.

Logistics

- * [Volunteer Sign-Up Sheet for Big Swap 1](#)
- * [Volunteer Sign-Up Sheet for Big Swap 2](#)
- * [Volunteer Sign-Up Sheet for Big Swap is BACK](#)
- * [Inventory Sheet](#)
- * [RA Collection Bin Instructions](#)
- * [Big Swap 1 Feedback Survey](#) (bit.ly/BIGSWAPF1)
- * [Reuse Research Survey](#) (bit.ly/BIGSWAPF2)
- * [Big Swap 1 & 2 Metrics Sheet](#)

Advertising [See manual for additional links]

- * [\(The\) BIG SWAP FAQ Sheet](#) - FAQ Sheet for BIG SWAP.
- * [Big Swap 1 Partiful](#) (bit.ly/BIGSWAPS25)
- * [Big Swap 2 Partiful](#) (bit.ly/BIGSWAP2_S25)
- * [Big Swap is BACK Partiful](#) (bit.ly/BIGSWAP3_F25)
- * [BIG SWAP \(small\) Holiday Swap! Partiful](#)
- * [Big SWAP 4 EVER Partiful](#)
- * [Big Swap 1 RSVP Form](#)
- * [Big Swap 2 RSVP Form](#)
- * [Big Swap is BACK RSVP Form](#)
- * [Big Swap \(small\) Holiday Swap RSVP Form](#)
- * [Big Swap 4 EVER RSVP Form](#)
- * [Big Swap 1 Canva](#) ([Instagram 4:5 + mixed formats](#))
- * [Big Swap 2 Canva](#) ([mixed formats](#))
- * [Big Swap is BACK Canva](#) ([mixed formats](#))
- * [Big Swap 4 EVER Canva](#) ([mixed formats](#))

Resources

- * [Stanford Branding Guidelines](#)
- * [Donation Resources Sheet](#)
- * [Feedback / Report from Anna Gomes's Reuse Store](#)
- * [Feedback Form from EV Lawn Sale](#)
- * [Emily's Document Manual Reference](#)

Materials List

- Canopy tent for each check-in table (1-2)
- 10+ item tables
- Clothing racks and hangers (reach out to Laura Segura and Anna Gomez, [Stanford Event Services offers rentals](#))
- 2 pop-up dressing rooms (purchase online or reach out to Laura Segura)
- 1 large standing mirror, 2 "college mirrors" (to fit in/near dressing rooms)
- Outreach materials
 - Stickers
 - Fliers (full and half page)
 - A-frame posters
 - Signage for tables and dressing rooms

Swap Stands Manual

Thrift Store Manual

