

Cville TimeBank Repair Café – Greeters Information

Saturday, September 16, 2017, Noon-4pm at The Habitat Store, 1221 Harris Street
Arrive by 11:45am, done at 4pm unless otherwise arranged.

Welcome each visitor and help them get to where they're going. You may need to explain the process. Smile and enjoy :)

Sign In

Each visitor should write their name and email address on the sign in sheet (email is optional). By doing so, they agree to the house rules.

- WE DO NOT REPAIR for safety reasons: TVs, microwaves, gas powered equipment.
- ABSOLUTELY NO drop-off of items for recycling.

Claim Checks

Ask how many items they have. Visitors may bring up to THREE items for repair. No bags of mending, no bins of jewelry etc. The repair coordinators in each section may allow extra items if the Café isn't too busy.

Give the visitor up to three claim checks for their items. Show them how to fill it out, and make sure they understand the different repair areas – Electrical, Non-Electrical, Sewing, Jewelry, Bikes.

Visitors do not need to fill out all their claim checks up front. They DO need to fill out the claim check completely and turn it in before picking up their repaired item.

OK, It's Time To Go Get Fixed!

Visitors should take their first item and check in with the coordinator for that repair section. Please give visitors detailed directions, explain what happens next, and point the way to their repair area! People tend to get lost. You may need to actually walk with them to show the way, because repairs will be spread throughout the store.

Other Stuff

If you bring items to be fixed, please fill out a claim check before the event begins and give your item to the appropriate repair coordinator. Make a note where to find you in case of questions.

We have Repair Shop directories and Recycling Guides on the registration table. Offer them for folks whose item didn't get fixed or who brought items we can't examine.

If members of the press show up, please offer to find Ann Marie (event coordinator) or Kathy (TimeBank co-founder) for them.

Go ahead and take a break when you need to! We will have coffee and light snacks for you. If you want to buy lunch from C'ville Coffee or Great Harvest, we can send a runner over to pick up orders.

If you'd rather not be photographed, please let us know ahead of time.

AFTER THE EVENT

If you're not a TimeBank member yet, please join! Visit cvilletimebank.com for info. Members, log in to hOurworld and go to "Hours" to record your hours:

Did you provide or receive? I provided this service

Enter the number of hours: [number of hours]

Select the exchange date: [mm/dd/yyyy]

To/from how many members? 1

Lookup the member's name: Cville TimeBank

Select the category AND service!: ... Local Exchange Support.... Repair Cafe Volunteer