



Suggestions to get you started

Toolkit for organising a Community Repair Corner at a Festival

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Created by:

**The
Repair
Finder**

&

**REPAIR
CAFE** Portsmouth

On the following pages you'll find a practical toolkit for organising a Community Repair Corner (CRC) at a festival, based on our experience.

Frank ran a Community Repair Corner at Cambridge Folk Festival in the summer of 2024, and Clare ran the Boomtown Repairium in the summer of 2025.

The idea of this toolkit is to give you some ideas to get started, but take from it what's useful and leave what isn't. Every event will be different, and whether it's a music or book festival, car rally or County Show, it's a brilliant opportunity to reach new people with the idea of fixing rather than ditching.

You might also like to listen to a Restart Project podcast which interviewed Clare & Frank here:

<https://therestartproject.org/podcast/music-festivals/>

If you have any comments, questions, suggestions, please don't hesitate to get in touch!

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This toolkit covers:

1. Purpose
2. Pre-event Planning
3. Location & Physical Set Up
4. Tools & Materials
5. Volunteers
6. Repair Workflow
7. Audience Engagement
8. Donations
9. Typical Repairs
10. Programming & Talks
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1

Purpose

A Community Repair Corner at a festival aims to:

1. **Reduce waste** by repairing items during the event.
2. **Improve visitor experience** by fixing essential items (chairs, airbeds, glasses, clothing).
3. **Promote the repair movement** and connect people to local repair cafés and repair networks.

Typical festival repairs include:

- Camping chairs
- Trolleys
- Airbeds
- Clothing tears
- Glasses
- Bags/rucksacks
- Shoes
- Small mechanical or electrical fixes



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Pre-Event Planning

2.1 Secure Festival Partnership

Start discussions with the festival organisers months in advance. Typically, summer festivals start their planning in January.

Key goals:

- Confirm the CRC is included in festival planning.
- Identify a single liaison contact in the organising team.
- Confirm:
 - Volunteer access tickets
 - Vehicle permits
 - Setup day logistics
 - Equipment provision (e.g. tables, tent, power)
 - Tool storage
 - Donation/payment policy (e.g. if the festival is cashless, or uses their own payment terminals)
 - Promotion of the CRC, e.g. in the booklet, app, website, social media



If the festival wants you to apply as a trader, suggests a sponsorship route or pitch fee, consider it carefully. This should be a service the festival offers, as part of their visitor experience and their sustainability drive. Consider whether the pitch fee or cost will be covered by donations at the festival or any funding you can secure.





2.2 Partner Organisations

Work with an existing local community repair organisation to provide:

- Volunteers
- Toolkits – e.g. a single toolkit that is available to repairers turning up on the day. This avoids all volunteers needing to bring their own kit.
- Insurance – you will need Public Liability Insurance and Employers Liability Insurance at a minimum. Minimum values may be set by the festival. Some community repair organisations offer to cover your local event under their insurance, for a fee.
- Promotional materials (banners, flyers)



Check out
communityrepairnetwork.org.uk/find/
to find repair groups near your festival location.

Working with other local repair groups is a great way to build your local network

2.3 Costs

Consider your costs in advance. These likely include:

- Insurance (public liability and employer's liability, at a minimum)
- Toolkit hire (if applicable)
- Consumables (see below)
- Tent or marquee
- Hiring a vehicle to transport all the stuff to the site
- Promotional materials, if you don't already have them
- Volunteer expenses, if you are covering these
- Refreshments, if you are having these

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Location and Physical Setup



3.1 Site Placement

Ideal CRC locations are:

- High-footfall routes
- Visible from main festival pathways
- Near but not competing with food vendors

High visibility significantly increases visitor engagement. This means you do not necessarily need to be inside the festival area (this would make it difficult for campers and their airbeds!), but near a main entrance will be beneficial.

If there is an existing place in the festival area that ends up being asked for help (e.g. welfare), make sure they are aware of your presence or be located near them.



3.2 Tent & Layout

Minimum infrastructure:

- A tent or gazebo, at least 3 m x 3 m, preferably more spacious. You will need to ensure sufficient light for the repairs, so preferably you can open up the sides, as well as sufficient shelter if it is raining. Consider the wind, so use weights.
- Tables & chairs
- Electricity
- Signage

Recommended minimum layout:

Area	Purpose
Sewing station	Clothing and fabric repairs
General repair table	Mechanical fixes
Tool bench	Shared tools
Information table	Awareness and donations

You can also create a sofa or chill area for a welcoming vibe. People can be more relaxed (while doing a fabric repair) and conversations about repair can happen there.

If you have a little kitchen area, you can make drinks for volunteers.

Rule of thumb:

- 1 table per repairer
- 1 tool bench
- 1 information table



3.3 Power Requirements

At least 2 × 13A sockets, preferably 4. Every sewing machine will need one, plus you may need to charge devices or tool batteries and you may want to lighting if it is a wet or dull day.

All connected equipment to carry a valid PAT sticker.

3.4 Storage

Secure, weatherproof storage is essential for:

- toolkits
- sewing kits
- consumables

The preference is secure locked storage on-site (fall back would be in a locked car on a secure car park). There may be further specific insurance requirements if you are renting a toolkit.

Think about access to this secure location if you are organising a CRC over multiple days. You don't want to be lugging all the kit for miles twice a day! Prioritise what you lock away (i.e. dangerous and valuable).





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Tools & Materials

4.1 Toolkits

A **well-stocked shared toolkit** allows volunteers to travel light.

Typical contents:

- screwdrivers
- pliers
- spanners
- sewing kit, including a sewing machine
- power tools (drill)
- adhesives
- hammer
- hot glue gun
- multimeter, though you should expect most broken electrical items to be battery or USB-powered, i.e. low voltage
- basins and sponges (for finding holes in mattresses)

4.2 Essentials Consumables

Based on repair demand:

Structural repairs

- M3/M4 bolts and nuts ($\geq 30\text{mm}$), to fix camping chairs
- metal wire
- metal brackets (for festival trolleys)
- string
- washing up liquid

Adhesives

- Gorilla tape
- Stormsure TUFF tape (to repair inflatables)
- superglue
- Stormsure flexible glue
- impact adhesive and/or two-component epoxy

Fabric repair

- nylon waterproof patches (for tents)
- wide seam tape
- heavy thread

Other

- tiny screws for glasses (or a glasses repair kit)
- safety pins of varying size

4.3 Additional Useful Equipment

Recommended additions:

- pump (e.g. bike pump, foot pump)
- basic bike repair kit
- lighting for tables in poor weather
- first aid kit (if not near a first aid station)
- catering equipment (if you have a kitchen area)
- admin bits & pieces, stationery



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Volunteers

5.1 Roles

Typical CRC staffing structure:

Role	Responsibility
Front of House	Queue management, intake, admin
Sewing Specialist	Clothing repairs
General Repairers	Mechanical, structural fixes

Example volunteer mix, depending on the festival size:

- 1 front of house
- 1 sewing repairer
- 2 general repairers

At peak times:

- 1 front of house
- 2-3 sewing repairers
- 3-4 general repairers

For a festival of about 10,000, we operated with 1 front of house, 1 sewing repairer and 2 general repairers.

At a festival of about 80,000 on a busy day, we operated with 2 front of house, 2 sewers, 3 general repairers, plus the organisers.

On the first day (usually a half day when people arrive), you can operate with a smaller team so that visitors at least become aware of your presence.

Make sure you have sufficient coverage to manage breaks for volunteers throughout the day or shift.





5.2 Shifts

Opening hours example: 10am–5pm or 10am–6pm.

You can organise two volunteer shifts to mirror Repair Café practices, e.g. morning and afternoon (3.5 or 4 hours each). If you only do “all day” shifts for volunteers, make sure you build in breaks.

5.3 Volunteer Experience

Volunteers appreciate:

- minimal admin
- clear roles
- ability to enjoy the festival after shifts
- ensuring that volunteering is accessible

A consistent **lead volunteer** improves continuity and coordination. Ideally you keep the number of different people to a minimum, to minimise briefings and handovers. A mixture of camping and day volunteers works well. Depending on popularity, you can require a minimum number of shifts, or favour volunteers that want to do more shifts.

Explore offering cover for travel expenses and lunch.

You can organise one or more volunteer briefing calls a few weeks ahead of the festival. This helps with setting expectations, giving logistical info, excite everyone and answer questions. A WhatsApp or Signal chat group is also helpful for communication throughout.



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Repair Workflow



6.1 Intake Process

You can work out a process that works best for you, the volunteers and the festival demographic. For example, you can work like a Repair Café and encourage visitors to repair together with the volunteers or have a check in/collect later process.

6.2 Data Capture

While the data capture and repair queuing system could theoretically be managed digitally, we recommend a paper-based tracking system to keep things simple for volunteers. It can be digitised later.

Basic information recorded:

- timestamp
- visitor postcode/location
- item type
- repair category
- description of the issue
- outcome.

This data helps demonstrate impact.

You can also ask if people had heard of Community Repair groups before, and if they were more likely to use one now. A map of the Community Repair groups on your stall will help make this conversation easier!



Here are examples of data sheets that we used:



The Repair Finder

Date: .. / .. / .. Arrival time: .. h .. No: ...

Optional info about the visitor

First name: Postcode:

Age range: <25 25-30 30-40 40-55 55+

Know Repair Café? Yes Yes, never been No

Item category: trolley mattress tent

chair camping gear (other)

glasses shoes jewellery clothing

other:

Item (optional: add brand & model)

Description of the issue:

Volunteer(s):

Outcome:

repaired repairable (need time/spares)

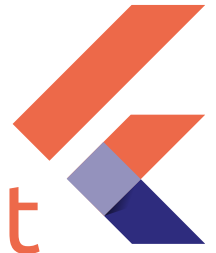
advice given end of life

Also consider taking photos of happy visitors and their repaired items (with a "fixed!" sign), as well as snapshots of the CRC in action.

Date		Age	18-25	26-54	55+
Name		Start of postcode (e.g. SO22)			
What is the item? Incl. Make/Model/Age if possible (1 item per form)			(Circle item type)		
What needs fixing, or is the problem?			Powered		
			Unpowered		
Had you heard of repair cafes before this event? (circle)		Yes	No		
<p>Before seeing a repairer, please read the Café Rules. <i>I have read, understood & agreed to abide by the Café Rules/disclaimer.</i></p> <p>Signature:</p> <p>I agree to allow Hampshire Repair Cafe Network to take photographs of me and grant permission for these to be used by the Network to promote repair and Repair Cafés in publications, press articles, promotional material and websites, exclusively for non-profit-making purposes. (Tick) <input type="checkbox"/> Yes</p> <p>What data do we keep? This form will be shredded once we have uploaded the non-personal data into our database. Non-personal data is used for reporting to funders and to show our impact.</p>					

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Audience Engagement



7.1 Information Materials

Effective items on the info table:

- house rules
- donation instructions
- (optional) repair network information and/or a repair café map
- (optional) flyers about the repair movement

Maps of repair networks were especially effective conversation starters, as visitors look for their hometown.

7.2 Awareness Building

CRC conversations often lead to:

- increased interest in (how to) repair
- people finding their local repair café
- volunteering interest
- interest in starting new repair cafés

7.3 Media

Use the CRC as an opportunity to promote repair in all kinds of places, approach local press and link with the festival's marketing team.



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Donations

Donations are voluntary, as at a normal Repair Café. You need to find out how the festival takes payments, as this could determine your collection method – they may be cashless or use their own payment terminals. Mobile coverage might be limited too.

You can use:

- cash donations
- a QR code linking to a Stripe or Paypal payment page
- a card payment device, e.g. SumUp, Square, iZettle

The latter is preferred, for security reasons as well as ease of use.

You need to be clear what the donations are going towards.





9 Typical Repairs

Most common repair categories:

- 1.camping chairs, with a metal frame or the "folding seat" model
- 2.airbeds & inflatables
- 3.clothing
- 4.(sun)glasses
- 5.bags and rucksacks
- 6.shoes
- 7.festival trolleys
- 8.tents

But be ready for the unexpected!

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Programming & Talks

Workshops or talks may complement the CRC.

Example ideas are:

- sewing repairs
- basic bike maintenance
- repair culture

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Success Indicators

Example metrics:

- number of repairs completed
- visitor locations
- volunteer participation
- donations received
- conversations about repair
- having fun – choose a festival that you enjoy too, for example!



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