

## Card Swap

### PREPARATION

- Choose dates (schedule in calendar)
- Choose theme
- Create graphics
- Create sign-up form
- Create blog post

### LAUNCH

- Send blog post live
- Send email & post on social media
- File sign-up emails
- Send confirmation email to participants

### RECEIVING

- Keep envelopes together
- Email when swap arrives
- Remove tape
- 1 week before due date, send email

### FINALISE

- Split into groups (if required)
- Lay out and unpack
- Swap out
- Repack & return post