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| Have you considered the likely expectations of your attendees and their likely level of engagement in environmental initiatives? | | | |
| Have you notified the local council of your intentions to hold an event in their area and asked them what information they have to support you? | | | |
| Before the Event | | | |
| Are there systems in place to collect any data to help measure the success of your objectives and/or targets? | | | |
| At the Event | | | |
| Is the necessary data being collected? | | | |
| After the Event | | | |
| Has measurement data been analysed? | | | |
| Have you evaluated the success of your strategy? | | | |
| What are the lessons learnt? | | | |

Communication

| | | | |
|----------------|-----|---------------|-----|
| Event Planning | Yes | Future Action | N/A |
|----------------|-----|---------------|-----|

Venue and location

| Event planning | Yes | Future Action | N/A |
|--|-----|---------------|-----|
| Have you considered the venue's proximity and accessibility to public transport, central areas, accommodation and other amenities? | | | |
| Does the intended venue have policies and plans for: | | | |
| Waste minimisation, and/or recycling and composting? | | | |
| Energy efficiency | | | |
| Water efficiency? | | | |
| Staff training and awareness of environmental policies? | | | |
| Before the Event | | | |
| Is the venue fully aware of your objectives? | | | |
| At the Event | | | |

Have you organised your recycling and composting bins, taking into account the number of people who will be at your event?