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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   |     |               |     |

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