**Events & Markets Checklist**

**Plastic Free Champion Program**

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| *2 Months+ Before Event* | | | | |
| ACTION | **TASK** | **ASSIGNED TO?** | **DATE DUE?** | **DONE?** |
| Pre-Planning | Decide on inclusions to your policy (bans on water, balloons, bags etc) |  |  | ☐ |
| Create your event’s Plastic Free Action Plan and [Plastic Free Policy](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_ba2c9e1760694b3fbddb7db412865110.docx?dn=PFB%20Events%20Policy%20Template.docx) (if required). |  |  | ☐ |
| 1. Plastic Free Vendors | Distribute [pre-event letters](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_5d58dc46cffd4fde9952846455e76c6d.docx?dn=PFB%20Vendors%20pre-event%20letter.docx), [plastic free guidelines](https://www.maketheswitchbyron.org/vendors) and [catalogues](https://www.maketheswitchbyron.org/suppliers) (if limiting product choice) to vendors |  |  | ☐ |
| Have vendors [sign an agreement](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_1f905f7293dc43aa932148cf143aa66c.docx?dn=PFB%20Vendors%20Agreement.docx) specifying plastic-free requirements (recommended if composting) |  |  | ☐ |
| Organise any supporting actions (i.e. wash/condiments stations, reusable cup service etc) |  |  | ☐ |
| 2. Water | Organise [water stations/van](https://www.pfabyron.org/events-water). Check site suitability and location facilities are adequate |  |  | ☐ |
| Organise for reusable bottles or cups to be available at the event |  |  | ☐ |
| 3. Bags & Soft Plastic | Organise for reusable alternatives to plastic bags to be available at the event |  |  | ☐ |
| 4. Helium balloons | Ensure a ban on helium balloons (& other bans) is included in your event action plan/policy |  |  | ☐ |
| 5. Communication | Inform your staff and volunteers and your requirements of them. See our [template letter](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_338da73f4b1f497f9cdf1ba7c167249c.docx?dn=PFB%20Staff_volunteer%20letter.docx)). |  |  | ☐ |
| 6. Waste/composting | Create your event’s Waste Plan |  |  | ☐ |
| Source bins and set up your waste collection system |  |  | ☐ |
| Source signage for your bins |  |  | ☐ |
| Put a call out for volunteer Waste Warriors to assist on the day ([template letter](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_9df889ccd4a549189e0625b583112b9f.docx?dn=PFB%20Volunteer%20Call-Waste%20Warriors.docx)) |  |  | ☐ |
| 7. Container Refunds | Determine how you will allocate the refunds |  |  | ☐ |
| Organise your collection |  |  | ☐ |
| 8. Back of house (BOH) plastics | Contact your suppliers about not providing single-use packaging ([see template](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_8f04c636d2bc4524bc6aadbb402b1e8c.docx?dn=PFB%20Supplier%20Template%20Letter.docx)) |  |  | ☐ |
| Arrange for your soft plastics to be recycled |  |  | ☐ |

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| *1+ Month Before Event* | | | | |
| ACTION | **TASK** | **ASSIGNED TO?** | **DATE DUE?** | **DONE?** |
| 1. Plastic Free Vendors | Check your vendors for compliance with your action plan/policy (especially if composting). Offer help if needed. Ensure to check their product choices. |  |  | ☐ |
| Create a backup plan for your vendors in case of problems on the day |  |  | ☐ |
| 2. Water | Organise or create signage for water stations ([or use ours](https://docs.wixstatic.com/ugd/6a1af1_2a5b0a7ae6684fc6a156ce24c2657e9e.pdf)) |  |  | ☐ |
| 3. Bags & Soft Plastic | Assess any vendor soft plastic items and issue exceptions to soft plastic ban |  |  | ☐ |
| Source/create [flyers](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_233dbef7be5347ee954f14f9d3904234.pdf) and [posters](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_529ca1953b514aed840c5ee5996f5312.pdf) on soft plastic recycling |  |  | ☐ |
| 4. Helium balloons | Offer [alternatives to balloons](https://www.maketheswitchbyron.org/balloons) for vendors that require this |  |  | ☐ |
| 5. Communication | Inform your patrons of the plastic free measures |  |  | ☐ |
| Source/create [signage for vendors that state that all food packaging products](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_f43cbc20303840a39e3d91c282861d29.pdf) at the stall are compostable (if composting) |  |  | ☐ |
| Organise a speaking spot at the event to do a presentation on your plastic free/ zero waste agenda, if applicable |  |  | ☐ |
| [Create pre-event media release](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_1985ecb5ad4e43ae827021d87e7cd289.docx?dn=PFB%20Pre-event%20media%20release.docx) |  |  | ☐ |
| 6.Waste/composting | Finalise your team of Waste Warriors and organise for a training session |  |  | ☐ |
| Source T-shirts or a means of identification for Waste Warriors |  |  | ☐ |
| 7. Container Refunds | Create or [obtain signage](https://returnandearn.org.au/community/community-organisations/) for your collection bins using Return & Earn’s Community Toolkit |  |  | ☐ |
| 8. BOH plastics | Organise your soft plastic collection point system |  |  | ☐ |

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| *1-2 Weeks Before Event* | | | | |
| ACTION | **TASK** | **ASSIGNED TO?** | **DATE DUE?** | **DONE?** |
| 1. Plastic Free Vendors | Continue to assist vendors. |  |  | ☐ |
| Obtain items you planned for in your backup plan so they are ready for the day |  |  | ☐ |
| 2. Water | Connect with your water supplier and confirm details |  |  | ☐ |
| Connect with your reusable bottle supplier and confirm details |  |  | ☐ |
| 3. Bags & Soft Plastic | Distribute soft plastic signage and flyers to vendors who have an approved exception |  |  | ☐ |
| Connect with your reusable bag suppliers and confirm details |  |  | ☐ |
| 4. Helium balloons |  |  |  |  |
| 5. Communication | Distribute signage to vendors that state all their packaging is compostable (if composting) |  |  | ☐ |
| Send media release to media outlets |  |  | ☐ |
| 6.Waste/composting | Connect with your waste contractor and confirm details |  |  | ☐ |
| 7. Container Refunds | Connect with your Refund Point Operator and confirm details (if applicable) |  |  | ☐ |
| Ensure any other requirements are confirmed (e.g. bins, transport) |  |  | ☐ |
| 8. BOH plastics | Create or obtain signage for your collection bins |  |  | ☐ |

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| *Day of Event* | | | |
| ACTION | **TASK** | **ASSIGNED TO?** | **DONE?** |
| 1. Plastic Free Vendors | Ensure vendors are using the right products. Keep monitoring this and watch for vendors running out of product and using plastic. Implement backup plan if necessary |  | ☐ |
| Implement zero tolerance clause in your policy for vendors where required |  | ☐ |
| Put into place supporting actions (i.e. wash/condiments stations, reusable cup service etc) |  | ☐ |
| 2. Water | Set up water station/van on site if not already in place |  | ☐ |
| Check reusable bottle sellers are in place |  | ☐ |
| Put signage up |  | ☐ |
| 3. Bags & Soft Plastic | Ensure vendors required to display signage due to an issued exemption to soft plastic are doing so. Distribute material if necessary. |  | ☐ |
| Put up any other signage on soft plastic if required |  | ☐ |
| 4. Helium balloons | Check adherence to your balloon ban throughout the day |  | ☐ |
| 5. Communication | Put up general plastic free/zero waste signage if required |  | ☐ |
| Give [PA script](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_967a45077fd14a819cf41750b9c046ce.docx?dn=PFB%20Public%20Announcements.docx) to the announcer to read out periodically throughout the day |  | ☐ |
| Conduct presentation at the allotted on your plastic free/ zero waste agenda, if applicable |  | ☐ |
| 6.Waste/composting | Ensure skips are in place and in the right location. Attach signage |  | ☐ |
| Put all bin stations in place and attach signage |  | ☐ |
| Sign in Waste Warriors, distribute shirts if required and position in place. Ensure if there is a shift swap that bin stations are not left unattended |  | ☐ |
| Monitor bins throughout the day and ensure they are swapped out in a timely manner |  | ☐ |
| Remove contamination from bins where required before emptying into skip |  | ☐ |
| 7. Container Refunds | Set up container collections bins and attach signage |  | ☐ |
| Ensure bins are collected by your pre-arranged transport option and taken to the CRP |  | ☐ |
| 8. BOH plastics | Set up the BOH soft plastic collection point and attach signage |  | ☐ |
| Ensure plastic is collected by your pre-arranged option and taken to the correct place |  | ☐ |

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| *Post-event* | | | | |
| ACTION | **TASK** | **ASSIGNED TO?** | **DATE DUE?** | **DONE?** |
| Clean up | Check that stallholders are leaving their sites clean as they pack up and have removed all materials brought onto site. |  |  | ☐ |
| Have staff pick up litter if this is not part of the waste service contract (provide appropriate personal protective equipment) |  |  | ☐ |
| Ensure all bins are collected at arranged time and taken to correct facilities |  |  | ☐ |
| Auditing/reporting | Do a post event [waste audit](https://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/business-government-recycling/waste-wise-events/evaluating-events) |  |  | ☐ |
| Find out how much material was successfully diverted from landfill from your waste service contractor |  |  | ☐ |
| If your team did not have time to conduct a short survey of attendees, stallholders and vendors during the event make a brief call to your main event stakeholders (stallholders, vendors, organisers, council) to get some anecdotal feedback. |  |  | ☐ |
| Produce an event report which evaluates the success of the event, what was achieved and what could be improved |  |  | ☐ |
| Communications | Create and send out a [post-event media release](https://1ab8daa0-c589-4186-a437-191faadea18c.filesusr.com/ugd/6a1af1_78c5f4377c684f818de348ec1b126e1a.docx?dn=PFB%20Post-event%20media%20release.docx) |  |  | ☐ |
| Report your event achievements (send report or brief) to sponsors, vendors, council, relevant staff and any other stakeholders and acknowledge their support and input |  |  | ☐ |
| Create social media content around your success and distribute through your networks and promote as much as you can |  |  | ☐ |
| Celebrating | Hold a post event function for your event team and volunteers to celebrate the achievements of the event, provide feedback and show appreciation of their efforts |  |  | ☐ |