Events & Markets Check-List

Plastic Free Event 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://docs.wixstatic.com/ugd/6a1af1_fcdf08f1ec6540a0b405424f31399e2d.docx?dn=Event%20Plastic%20Free%20Policy.docx) (if required).  |  |  | ☐ |
| Create your event’s [Communications Plan](https://www.plasticfreenoosa.org/event-action-6) |  |  | ☐ |
| 1. Plastic Free Vendors | Distribute [pre-event letters](https://docs.wixstatic.com/ugd/6a1af1_ca437602dc72422486b60895a5acf2a3.docx?dn=PFN%20Vendors%20pre-event%20letter.docx), [plastic free guidelines](https://www.plasticfreenoosa.org/events-action-2) and [catalogues](https://www.plasticfreenoosa.org/packagaing-suppliers) (if limiting product choice) to vendors |  |  | ☐ |
| Have vendors [sign an agreement](https://docs.wixstatic.com/ugd/6a1af1_a51fd1ed69b745d49b9f8116f170bcc8.docx?dn=PFN%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.plasticfreenoosa.org/event-action-3). 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 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://docs.wixstatic.com/ugd/6a1af1_09864d5d37b149809855fcec2a8929b9.docx?dn=PFN%20Staff%20and%20volunteer%20communication%20le)). |  |  | ☐ |
| 6. Waste/composting | Create your event’s Waste Plan |  |  |  ☐ |
| Determine how many bins you need and where they will go |  |  |  ☐ |
| Source bins and set up your waste collection system |  |  |  ☐ |
| Source signage for your bins ([contact us](https://www.plasticfreenoosa.org/contact) to borrow ours) |  |  |  ☐ |
| Put a call out for Waste Warriors to assist on the day |  |  |  ☐ |
| 7. Container Refunds | Determine how you will allocate the refunds |  |  |  ☐ |
| Register with Container Exchange to collect containers (if funds will go to you. Alternatively, ensure your beneficiary charity is registered) |  |  |  ☐ |
| Organise your collection |  |  |  ☐ |
| 8. Back of house (BOH) plastics | Contact your suppliers [about not providing single-use packaging](https://docs.wixstatic.com/ugd/6a1af1_3011510377454c22af5d2c49dbd5de1e.docx?dn=PFN%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) |  |  | ☐ |
| 3. Bags & Soft Plastic | Assess any vendor soft plastic items and issue exceptions to soft plastic ban |  |  | ☐ |
| Source/create signage and flyers on soft plastic recycling |  |  | ☐ |
| 4. Helium balloons | Offer alternatives to helium 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 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://docs.wixstatic.com/ugd/6a1af1_50e9f458bdca4be6adc537801354289d.docx?dn=PFN%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 for your collection bins |  |  |  ☐ |
| 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://docs.wixstatic.com/ugd/6a1af1_9b6cab6c0202403ca83f5fd619427544.docx?dn=PFN%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 |  |  | ☐ |
| 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://docs.wixstatic.com/ugd/6a1af1_9871c30f563247c9802c2c574db7dce3.docx?dn=PFN%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  |  |  |  ☐ |