**Events & Markets Check-List**

**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://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/events-comms) |  |  | ☐ |
| 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/vendorguide) and [catalogues](https://www.plasticfreenoosa.org/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](https://www.plasticfreenoosa.org/events-reusables) (i.e. wash/condiments stations, reusable cup service etc) |  |  | ☐ |
| 2. Water | Organise [water stations/van](https://www.plasticfreenoosa.org/events-water). Check site suitability and location facilities are adequate |  |  | ☐ |
| Organise for [reusable bottles or cups](https://www.plasticfreenoosa.org/events-water) to be available at the event |  |  | ☐ |
| 3. Bags & Soft Plastic | Organise for [reusable alternatives to plastic bags](https://www.plasticfreenoosa.org/events-softplastic) 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](https://www.plasticfreenoosa.org/events-waste) |  |  | ☐ |
| Determine how many [bins you need](https://www.plasticfreenoosa.org/events-waste) and where they will go |  |  | ☐ |
| [Source bins and set up your waste collection system](https://www.plasticfreenoosa.org/events-waste) |  |  | ☐ |
| [Source signage](https://www.plasticfreenoosa.org/events-waste) for your bins ([contact us](https://www.plasticfreenoosa.org/contact) to borrow ours) |  |  | ☐ |
| Put a call out for [Waste Warriors](https://www.plasticfreenoosa.org/events-waste) to assist on the day |  |  | ☐ |
| 7. Container Refunds | Determine how you will [allocate the refunds](https://www.plasticfreenoosa.org/events-crs) |  |  | ☐ |
| [Register](https://www.containersforchange.com.au/how-it-works) with Container Exchange to collect containers (if funds will go to you. Alternatively, ensure your beneficiary charity is registered) |  |  | ☐ |
| [Organise your collection](https://www.plasticfreenoosa.org/events-crs) |  |  | ☐ |
| 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](https://www.plasticfreenoosa.org/events-boh) |  |  | ☐ |

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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](https://www.plasticfreenoosa.org/events-waste)). Offer help if needed. Ensure to check their product choices. |  |  | ☐ |
| Create a [backup plan](https://www.plasticfreenoosa.org/events-vendors) 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_9ed62e7be1204a6ca1bb998baef5d574.pdf)) |  |  | ☐ |
| 3. Bags & Soft Plastic | Assess any [vendor soft plastic items](https://www.plasticfreenoosa.org/events-softplastic) and issue exceptions to soft plastic ban |  |  | ☐ |
| [Source/create signage and flyers](https://www.plasticfreenoosa.org/events-softplastic) on soft plastic recycling |  |  | ☐ |
| 4. Helium balloons | Offer [alternatives to helium balloons](https://www.plasticfreenoosa.org/events-balloons) for vendors that require this |  |  | ☐ |
| 5. Communication | [Inform your patrons of the plastic free measures](https://www.plasticfreenoosa.org/events-comms) |  |  | ☐ |
| Source/create [signage for vendors that state that all food packaging products](https://www.plasticfreenoosa.org/events-comms) 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](https://www.dropbox.com/sh/6lm6rs7eud9gljg/AAAcy3RfodUjddLb33G23oz8a?dl=0) for your collection bins |  |  | ☐ |
| 8. BOH plastics | Organise your [soft plastic collection point](https://www.plasticfreenoosa.org/events-boh) 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](https://www.plasticfreenoosa.org/events-vendors) 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](https://docs.wixstatic.com/ugd/6a1af1_789cf30758b44265bee702b6952333e3.pdf) 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](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://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 |  |  | ☐ |