Checklists

### Planning the event

|  |  |  |  |
| --- | --- | --- | --- |
| Task (what) | Description (how) | Responsibility (who) | Completed (when) |
| Establish key messages to promote waste minimisation objectives to all event staff, patrons, and the community . | *e.g. Waste targets and services outlined in staff/stallholder/contractor introduction letter and briefing session**e.g. Refer to ZWET Communication Plan* | *e.g. Waste / Event Coordinator*  | TimeframeYes / No |
| Establish a team (paid or volunteers) for overseeing the implementation of the waste plan during the event and for set-up and pack up. |  | *e.g. Waste / Event Coordinator* | Yes / No |
| Communicate ahead of the event with all stallholders about the waste objectives and processes, for example through emails or briefing sessions |  | *e.g. Waste / Event Coordinator* | Yes / No |
| Arrange for drop-off and collection of all bin infrastructure and materials required.  |  | *e.g. Waste / Event Coordinator* | Yes / No |
| Arrange all personal protective equipment (PPE) for staff / volunteers who are handling waste during and after the event.  |  | *e.g. Waste / Event Coordinator* | Yes / No |

### Setting up the event

|  |  |  |
| --- | --- | --- |
| Task | Responsibility | Completed |
| Review the waste action plan with the team prior to setting up the event | *e.g. Waste / Event Coordinator* | Yes / No |
| Label all bins and stations  |  *e.g. Waste / Event Coordinator* | Yes / No |
| Distribute all bins and skips to stations (all bins should be located at stations where more than one waste stream is available)  | *e.g. Waste / Event Coordinator* | Yes / No |
| Install all signage | *e.g. Waste / Event Coordinator* | Yes / No |
| Monitor stallholders as they set up | *e.g. Waste / Event Coordinator* | Yes / No |
| Do a final inspection of all signage and bins before event opens | *e.g. Waste / Event Coordinator* | Yes / No |

### During the event

|  |  |  |
| --- | --- | --- |
| Task | Responsibility | Completed |
| Monitor and collect front of house bins as required  | *e.g. Volunteer Waste Officers* | Yes / No |
| Monitor stallholders  | *e.g. Volunteer Waste Officers* | Yes / No |
| Monitor used crockery sites (if applicable) and kitchen | *e.g. Volunteer Waste Officers* | Yes / No |
| Monitor amount of waste generated  | *e.g. Waste / Event Coordinator* | Yes / No |
| Monitor back of house collection points  | *e.g. Volunteer Waste Officers* | Yes / No |
| Conduct surveys of stallholders and patrons  | *e.g. Volunteer Waste Officers* | Yes / No |
| Monitor and continue promotion throughout event | *e.g. Waste / Event Coordinator* | Yes / No |

### After the event

|  |  |  |
| --- | --- | --- |
| Task | Responsibility | Completed |
| Undertake final site clean-up | *e.g. Volunteer Waste Officers* | Yes / No |
| Remove and clean all temporary bins and skips  | *e.g. Volunteer Waste Officers* | Yes / No |
| Monitor stallholders as they pack up  | *e.g. Volunteer Waste Officers* | Yes / No |
| Undertake a waste audit  | *e.g. Waste / Event Coordinator* | Yes / No |
| Write an assessment report of the waste performance including overview of infrastructure, amount of waste collected by stream, weight and volume, patrons and stallholder feedback, and recommendations for the next event  | *e.g. Volunteer Waste Officers* | Yes / No |
| Communicate results to all stakeholders | *e.g. Waste / Event Coordinator* | Yes / No |