

# PLANNING MEETING CHECKLIST

## HOW TO USE THIS CHECKLIST

Before completing this checklist, it is important to review all sections of the Reusable Events Guide to gain a better understanding of what the program entails.

Once you have had a read through of all sections, you can return back to this checklist.

## PLANNING

- What pre-commitment does the event have to switch to reusables, or wish to make? (E.g. a Reusables Policy, sustainability statement, etc.).
- What is the goal of the reusable switch? (E.g. how many single-use items would you like to avoid?).
- What is the current attendee culture around reusables?
  - Do they bring their own reusables already?
  - Do they request reusable items?
  - Have they included this information in their reviews of your event?
- How do your staff and volunteers respond to change?
  - What training will be required?
  - What incentives will help them adapt to new processes?
- Identify key persons of influence from which any direct communications will come from (E.g. Vendor manager, waste manager, volunteer coordinator).
- What mid-level support is available to implement the program?

- Do you have head office support for this program?
  - Do you require sign-off from a corporate representative?

- Do you have the appropriate funding available to implement a reusable switch?

## LOGISTICS

- Do you currently have any reusables at your event?
- If you cater directly, what single-use foodware items do you provide to your event attendees?
  - *Note - Conducting a baseline audit will assist you in identifying your most problematic single-use plastics.*
- If you contract to food vendors, what single-use foodware items do they provide to your event attendees?
  - *Note - Conducting a baseline audit will assist you in identifying your most problematic single-use plastics.*
- What areas would you like to focus on for your switches? If you aren't sure, the Swap Selector tool in this guide can help you make an informed decision.
  - Coffee cups
  - Cold cups
  - Food containers
  - Cutlery
  - Straws
  - Condiments
- Which reusable items would you like to introduce first?

# PLANNING MEETING CHECKLIST

What are the available resources and facilities (e.g. dishwashing facilities) at your event location?

- Potable water
- Taps
- Electricity
- Sinks
- Dishwashers
- Waste collection services

What are the available resources and facilities (e.g. event hire) in your region?

- Event hire - reusable foodware
- Event hire - wash-up facilities
- Event hire - water refill stations
- Council hire - reusable foodware
- Council hire - wash-up facilities
- Council hire - water refill stations
- Reusable swap system hire - without wash-up facilities
- Reusable swap system hire - with wash-up facilities

Who will clean the reusables?

What is the event's health and safety policy around reusable foodware made of breakable materials, like glass?

How many attendees will you need to cater for?

Do you have enough staff and volunteers to manage the new reusable systems?

## TRAINING

Do your staff, volunteers and vendors understand the importance of switching to reusables?

- Are they aware of your event's sustainability commitments?

Which areas of the event will be most impacted by switching to reusables?

- How will they be impacted?
- How can you provide training to help assist with a smooth transition?

What new processes and procedures will be introduced that require training to be delivered?

Who will need to receive training?

- Staff
- Volunteers
- Vendors
- Suppliers

Do you have internal capacity to train staff, volunteers and vendors in the new processes required for managing reusables?

- If yes, what do you need to do to arrange for training to be developed and delivered?
- If no, who can you engage to deliver this?



# PLANNING MEETING CHECKLIST

## DATA COLLECTION

- Who will conduct your baseline audit?
- What schedule will you set for regular audits during the event?
  - Who will be responsible for conducting these?
  - How will you track the data? *Note - the Audit Checklist and Data Tracker documents included in this guide can be used for this purpose*
- Do you have a dry, private and safe space to conduct waste audits throughout the event?

## PROMOTION

- What communication channels will be used to promote your reusable system?
  - Ticketing system
  - Social media
  - Website
  - Text messages
  - Traditional media
  - Signage
  - Announcements at the event
- Who will be responsible for designing and distributing communications?
  - Note - see the Promotion section of this guide for examples of communication materials.*
- What are the approval processes/policy for communications?
  - Will the marketing team need to be involved?

## NEXT STEPS

- Identify who needs to be involved in each step, how they will do their task, and timelines for delivery.
- Complete an Action Plan.
- Identify what additional resourcing support is needed (e.g. materials/communication templates).
- Set up regular committee meetings to plan and progress your transition to reusables.

