

Have you considered the likely expectations of your attendees and their likely level of engagement in environmental initiatives?			
Have you notified the local council of your intentions to hold an event in their area and asked them what information they have to support you?			
Before the Event			
Are there systems in place to collect any data to help measure the success of your objectives and/or targets?			
At the Event			
Is the necessary data being collected?			
After the Event			
Has measurement data been analysed?			
Have you evaluated the success of your strategy?			
What are the lessons learnt?			

Communication

Event Planning	Yes	Future Action	N/A
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Venue and location

Event planning	Yes	Future Action	N/A
Have you considered the venue's proximity and accessibility to public transport, central areas, accommodation and other amenities?			
Does the intended venue have policies and plans for:			
Waste minimisation, and/or recycling and composting?			
Energy efficiency			
Water efficiency?			
Staff training and awareness of environmental policies?			
Before the Event			
Is the venue fully aware of your objectives?			
At the Event			

Have you organised your recycling and composting bins, taking into account the number of people who will be at your event?