

# EcoFest 2024

## BRIEF info pack for event hosts

FOR DOWNLOAD  
OR BOOKMARK



Make a lasting impression on event-goers



Connect with other hosts and promote other EcoFest events



Make your event sustainable in every way that you can



Help us gather attendance numbers and feedback



# Brief Event Checklist

## PREPARATION (15 January - 15 February)

- Planned my EcoFest 2024 event(s)
- Set up a booking system (unless using a booking system provided by your EcoFest support organisation)
- Registered my event(s) with EcoFest to appear on our website and printed program: printed program inclusion deadline:
- Applied for all necessary permits and permissions
- Planned my promotion
- Secured venues and catering (when applicable) or set up my virtual platform

## FINAL EVENT PREPARATION (15 February - 15 March)

- Promoted the event(s) via my networks
- Undertook final event prep (also see [Health and Safety Guide](#))
- Received all necessary permits and permissions
- Signed up to other events on the programme
- Checked that all info about my event(s) on [www.ecofest.org.nz](http://www.ecofest.org.nz) is/are correct

## FESTIVAL (15 March - 14 April)

- Delivered the event(s)
- Sent out post-event participant survey
- Filled out the EcoFest event host survey
- Enjoyed other events on the programme





What? Where? When? Who? How? Why?  
 Think venues, [event permits](#), health & safety, timing, helpers, resources needed, etc.  
 Having a good plan for the day makes for smooth sailing.

Have public transport options mapped out for guests, and a bike rack or [Locky Dock](#) available for riders.



If you are catering, source local, veg-strong, and sustainable catering options like [thesustainablefoodco](#).



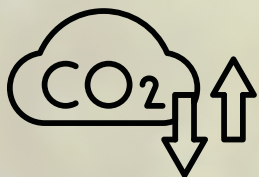
Find ways to keep your event low energy.



Check out [Zero Waste Events](#) for tips on hosting a waste free event.

Use an automated booking platform (like [Humanitix](#)) to make it heaps easier for you, for us, and for your guests!

\*North hosts can contact [Kaipātiki Project](#) to use their booking system.  
 \*South/East hosts can contact [Beautification Trust](#) to use their booking system.



Consider measuring and offsetting your emissions [Carbon Calculator Tools and Info](#).

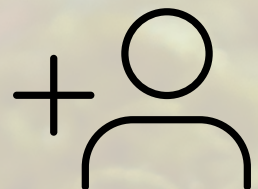


Please consider how your event might be made more accessible to those with special needs.

Take photos and share the action on social media, always use **#EcoFest2024**



Follow up with guests by sharing notes or additional thoughts, or invite them to your next event.



- ✓ Always capture the number of people who show up to your event
- ✓ Remember to fill in a feedback form as an event host
- ✓ Have a QR code or links to our guest feedback forms ready at your event
- ✓ Prizes to be won for guests and for hosts who fill in feedback forms



# Brief Venue Hire List

<p>Auckland Wide</p> <p>Auckland Council Venue Hire Various Locations</p> <p>Visit: <a href="https://aucklandcouncil.govt.nz/parks-recreation/community-venues">aucklandcouncil.govt.nz/parks-recreation/community-venues</a></p>	<p>South and East Auckland</p> <p>Beautification Trust Creator Space 38 Holmes Road, Manurewa</p> <p>Visit: <a href="https://beautification.org.nz/creator-space">beautification.org.nz/creator-space</a></p>	<p>South and East Auckland</p> <p>Auckland Botanic Gardens EcoFest Hub 102 Hill Road, The Gardens</p> <p>Contact: <a href="mailto:sterling.ruwhiu@beautification.org.nz">sterling.ruwhiu@beautification.org.nz</a></p>
<p>South and East Auckland</p> <p>Papatoetoe Food Hub 33 Wallace Road, Papatoetoe</p> <p>Visit: <a href="https://facebook.com/papatoetoefoodhub/">facebook.com/papatoetoefoodhub/</a></p>	<p>West Auckland</p> <p>EcoMatters EcoHub Olympic Place, New Lynn</p> <p>Visit <a href="https://ecomatters.org.nz/ecohub/">ecomatters.org.nz/ecohub/</a></p>	<p>West Auckland</p> <p>New Lynn Library and Community Centre</p> <p>Contact: <a href="mailto:divyaa.kumar@aucklandcouncil.govt.nz">divyaa.kumar@aucklandcouncil.govt.nz</a></p>
<p>West Auckland</p> <p>Titirangi Library 500 South Titirangi Road</p> <p>Contact: <a href="mailto:titirangi.library@aucklandcouncil.govt.nz">titirangi.library@aucklandcouncil.govt.nz</a></p>	<p>West Auckland</p> <p>Te Manawa Community Hub 11 Kohuhu Lane Westgate, NorthWest</p> <p>Contact: <a href="mailto:ayla.dobson@aucklandcouncil.govt.nz">ayla.dobson@aucklandcouncil.govt.nz</a></p>	<p>North Auckland</p> <p>Kaipātiki Project EcoHub 17 Lauderdale Road, Birkdale</p> <p>Visit: <a href="https://kaipatiki.org.nz/about-us/ecohub/">kaipatiki.org.nz/about-us/ecohub/</a></p>



# Brief health & safety guide

## Basic Risk Mitigation

- Always include a quick safety briefing before the event starts and point out hazards and their control measures.
- Always have a fully stocked first aid kit ready at your events.
- Know where your nearest defibrillator is.
- Identify an evacuation plan and assembly point(s).
- Note how many people are in attendance at your event to prevent overcrowding and to enable an easy headcount in an emergency.

## Risk Register table

If you do not already have a health and safety plan for your site or venue, please consider completing the below table with any activity/workshop specific risks or hazards.

- Please give a brief description of the risk or hazard
- Briefly outline the potential harm the risk or hazard could cause to participants
- What control measures will you implement to minimise, eliminate or isolate the risk?

Risk/Hazard	Potential harm	Control measures

**For Police, Fire or Ambulance, dial 111**