

Event Checklist

for event hosts

PREPARATION (15 January - 15 February)

<input type="checkbox"/> Planned my EcoFest 2024 event(s)	See Event Planning Guides for in-person and hybrid events or for virtual events .
<input type="checkbox"/> Set up a booking system (unless using a booking system provided by your EcoFest support organisation)	
<input type="checkbox"/> Registered my event(s) with EcoFest to appear on our website and printed program: printed program inclusion deadline:	https://register2024.ecofest.org.nz/
<input type="checkbox"/> Applied for all necessary permits and permissions	Auckland Council Website
<input type="checkbox"/> Planned my promotion	Find your host promo pack in the shared folder (once it has been added).
<input type="checkbox"/> Secured venues and catering (when applicable) or set up my virtual platform	See Venue Hire List .

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 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

