

EcoFest 2024

FULL info pack for event hosts

FOR DOWNLOAD OR BOOKMARK



15 March - 14 April 2024

ecofest.org.nz

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:	Go to Registration Page
<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 .
<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

Contents Page

for event host info pack

Design and Planning Guide for In-Person and Hybrid Events	Page 3
Design and Planning Guide for Virtual Events	Page 8
Venue Hire List	Page 11
Health & Safety Guide	Page 16

Design and Planning Guide

for in-person and hybrid events

in-person and hybrid events

In-person events are great for hands-on and interactive events, they're also a great way to connect with your participants and to allow them to connect with each other. You might also consider running a separate online event to complement your in-person events, or run a hybrid event where people can attend the in-person event via Zoom instead if they choose to (a nice option for those who can't travel to your event). Hybrid events do require some careful planning, technical competency, and a team of at least two people to manage. If you're running a hybrid or online event, please also see our [Virtual Event Guide](#).

Putting the Eco into EcoFest

We suggest considering the following questions before you design your event:

- How does my event inspire sustainable actions and lifestyles in Tāmaki Makaurau?
- How is my event building resilience by increasing diversity, inclusivity, accessibility and equity in sustainability?
- How is my event honouring the spirit of Te Tiriti o Waitangi?

Bringing the Festive to EcoFest

We suggest you take some time to consider the customer journey:

- What is the event - a workshop, a working bee, a networking event or something else?
- What “transformation” will participants undergo at your event, i.e. for a workshop on growing food at home: the participant might go from knowing nothing about growing food, to being able to start their own, small vegetable garden.
- How can this event be made more fun, engaging or educational?
- What is the “customer journey” from signing up for the event, to reminders, to arriving and being welcomed at the venue? What do they experience at the event, what is their experience of leaving the event and of saying goodbye, what is their last impression? What do they go away with and how will their journey continue after the event, how will they stay connected with you or with the material or experience you shared at the event?
- How can participants share their experience with others? Are there slides, pamphlets or links that they can take with them? Can they take photos during the event and share these on social media with relevant hashtags? What other events can they attend?

in-person and hybrid events

Logistics and Housekeeping

- Where will the event be hosted? How many people can attend this venue?
- Who is this event for?
- What days and times make the most sense to host this event for the people you are targeting?
- What will attendees need to bring to the event?
- What supplies or materials will you need to bring to effectively run the event?
- What (if anything) will the event cost you to run?
- Consider the headings below.

Transport

We recommend choosing a venue close to good public transport links and encouraging people to get to and from the event sustainably in your invite. See if there is an existing bike rack or Locky Dock nearby, or have a place available to use their own bike lock.

Accessibility and inclusion

We want every Aucklander to have the opportunity to engage in sustainability. Please consider how your event might be made more accessible to those with special needs.

Energy

Consider if there are ways to reduce your energy use throughout the delivery of your event.

Food

Sourcing food and drinks locally and offering a vegetarian/vegan selection can keep your environmental impact down as well as help cover dietary requirements. If applicable, please remind your participants to bring their keep cup and drink bottle.

Recommendations:

<https://thesustainablefoodco.co.nz/>

in-person and hybrid events

Waste

Offering refreshments or handing out leaflets? Choose reusable cups and plates, if not possible then aim for easily recyclable or compostable products but don't forget to have the correct bins in place! Check out [Zero Waste Events](#) for tips on hosting a waste free event. There may be some funding available to help you run your event “zero waste”, we will send you more info on this shortly.

Booking Systems

We encourage you to use your preferred ticketing platform or automated booking system to accept registrations to your event.

- Makes booking easier for the public
- Sends auto-reminders to those who book
- You know who is coming to your event
- Helps us track the number of participants across all of EcoFest

We recommend checking out [Humanitix](#) if you don't have a platform already. The free version of this easy-to-use platform should cater to all your EcoFest needs.

If you are hosting an event in North Auckland, South or East Auckland, your EcoFest Support Organisation may be able to manage your bookings for you using their own online booking system. If you'd like to choose this option, when registering your event with us, under the category “How people will register for your event” state: “booking system support”. Your EcoFest Support Organisation will get back to you and confirm whether they can run your bookings or not.

Event permits

Check out if you need an event permit via the information on [Auckland Council's website](#).

Health and safety

As an event organiser, you are responsible for everyone at your event. Please take a look through the [Health & Safety Guideline](#) located at the end of this document for our suggestions regarding this.

Photography, film and other event outputs

We're keen to see our event hosts think about the ongoing impact of their event and how you can continue to promote the underlying messages and keep audiences engaged in sustainability. Consider having an event photographer and sharing the action on social media, remember to use #EcoFest2024. If you've got presentations, it's always good to make these available to participants afterwards!

in-person and hybrid events

Offsetting

Have you considered offsetting the emissions generated by your event? By measuring and offsetting your emissions with one of Aotearoa's accredited organisations you can ensure your event leaves the smallest footprint possible. If you are doing this for your event please let us know!

[Carbon Calculator Tools and Info](#)

Feedback Prize

Getting feedback from attendees and event hosts is a very important part of EcoFest, it helps us tell the story to funders each year, and it helps us to improve year after year. Please always capture the number of people who show up to your event and remember to fill in a feedback form yourself as an event host.

To capture attendee feedback, we suggest having a QR code or links to the online forms ready before your event, for them to fill in straight afterwards (you can even give them 5 minutes at the end to do so on their smartphones). You can also email all attendees with a link a few days after the event if you have collected their email addresses. Always let them know that sending in feedback will automatically enter them into the draw to win a prize (same applies to event hosts).

Feedback QR Poster can be found in the [Host Info Pack](#)

Feedback Forms for Hosts and Attendees found here: ecofest.org.nz/feedback/

Design and Planning Guide

for virtual events

virtual events

Going virtual is a great option. You can reach a wider audience – ensuring your sustainability message goes further.

Regenerative delivery

We suggest considering the following questions as you design your event:

- How does my event speak to the objectives of EcoFest, to teach and inspire sustainable actions and lifestyles in Tāmaki Makaurau?
- How is my event building resilience by increasing diversity, inclusivity, accessibility and equity in sustainability?
- How is my event honouring the spirit of Te Tiriti o Waitangi?

Booking Systems

We encourage you to use your preferred ticketing platform or automated booking system to accept registrations to your event.

- Makes booking easier for the public
- Sends auto-reminders to those who book
- You know who is coming to your event
- Helps us track the number of participants across all of EcoFest

We recommend checking out [Humanitix](#) if you don't have a platform already. The free version of this easy-to-use platform should cater to all your EcoFest needs and integrates well with Vimeo, Zoom and other tools.

If you are hosting an event in North Auckland, South or East Auckland, your EcoFest Support Organisation may be able to manage your bookings for you using their own online booking system. If you'd like to choose this option, when registering your event with us, under the category "How people will register for your event" state: "booking system support". Your EcoFest Support Organisation will get back to you and confirm whether they can run your bookings or not.

Time and length

Getting the timing of your event and length right is all about your audience and message. We recommend you keep any virtual event under 1.5 hours.

Accessibility and inclusion

We want every Aucklander to have the opportunity to engage in sustainability. Please consider how your event might be made more accessible to those with special needs.

virtual events

After your event

A simple way to get more from your event and maintain momentum for sustainable actions and lifestyle is to keep your audience engaged after the event. Think about ways you can follow up with participants such as wrap-up notes, sharing additional thoughts, inviting them to your next event or networking opportunities, and remember to send them to the EcoFest webpage to fill in an event feedback form.

Feedback Prize

Getting feedback from attendees and event hosts is a very important part of EcoFest, it helps us tell the story to funders each year, and it helps us to improve year after year. Please always capture the number of people who show up to your event and remember to fill in a feedback form yourself as an event host.

To capture attendee feedback, we suggest having a QR code or links to the forms (that we'll send you before EcoFest commences) ready before your event, for them to fill in straight afterwards (you can even give them 5 minutes at the end to do so on their smartphones). You can also email all attendees with a link a few days after the event if you have collected their email addresses. Always let them know that sending in feedback will automatically enter them into the draw to win a prize (same applies to event hosts)

Venue Hire List

venue hire list

Auckland Wide

Auckland Council Venue Hire

Various Locations

[Visit Website](#)

South and East Auckland

Beautification Trust Creator Space

38 Holmes Road, Manurewa, Auckland 2102

[Visit Website](#)

- Capacity: 12 for practical workshop, 40 for seminar
- Free onsite parking.
- 7 minute walk to the bus stop on Mahia Road. 15 mins walk to Te Mahia train station.
- Wheelchair accessible venue and bathrooms.

- Cost: Free for free events, small hire fee for events with admission charge
- Book online or contact: admin@beautification.org.nz or 09 269 4080

Auckland Botanic Gardens EcoFest Hub

102 Hill Road, The Gardens, Auckland 2105

- We can cater to numbers
- Free onsite parking
- Bus stops outside on Hill Road. 22 minute walk from Southmall Manurewa train station.
- Wheelchair accessible venue and bathrooms

- Cost: Free for free events, small hire fee for events with admission charge
- Booking Contact: Sterling Ruwhiu, sterling.ruwhiu@beautification.org.nz

venue hire list

Papatoetoe Food Hub

33 Wallace Road, Papatoetoe

[Visit Website](#)

- Capacity: 30 people
- Free onsite parking
- 2min walk to the bus stop outside Papatoetoe Library. 7min walk to Papatoetoe Train Station
- Wheelchair accessible venue and bathrooms

- Cost: \$150/hour
- Contact Raju Ramakrishna: papatoetoefoodhub@gmail.com

North Auckland

Kaipātiki Project EcoHub

17 Lauderdale Road, Birkdale

[Visit Website](#)

- Capacity: 50 in the garden area, 30 seated in the hub
- Free parking on the road
- 2min walk to bus stop outside the EcoHub
- Wheelchair accessible venue, bathrooms & Kitchenette

- Cost: Small hire fee*
- Contact Anna Shaw: admin@kaipatiki.org.nz

venue hire list

West Auckland

EcoMatters EcoHub

Olympic Place, New Lynn

[Visit Website](#)

- Capacity: 25 seated
- Free parking on the road
- 2min walk to bus stops and 5min walk to New Lynn train station
- Wheelchair accessible venue and bathrooms

Includes use of

- A digital whiteboard
- Wifi and access to a photocopier
- Kitchen and bathroom facilities
- Library and garden spaces for breakout/relaxation

Special cost of hire for EcoFest workshops:

- Per hour: \$20 + gst
- Per half day (4 hours): \$70 +gst
- Per day (8 hours): \$140 + gst
- Bond \$200, returnable 10 working days from the date of booking.
- Contact: info@ecomatters.org.nz

New Lynn Library and Community Centre

3 memorial Drive

[Visit Website](#)

- Free and paid parking onsite
- 2min walk to bus and train
- Wheelchair accessible venue and bathrooms
- Contact: divyaa.kumar@aucklandcouncil.govt.nz or (09) 827 3640

venue hire list

Titirangi Library

500 South Titirangi Road

- Free onsite parking
- 2min walk to bus stop
- Wheelchair accessible venue and bathrooms
- Contact: titirangi.library@aucklandcouncil.govt.nz or (09) 817 0011

Te Manawa Community Hub

11 Kohuhu Lane Westgate, NorthWest

- Free onsite parking
- 2min walk to bus stop
- Wheelchair accessible venue and bathrooms
- Contact: ayla.dobson@aucklandcouncil.govt.nz or (09) 832 5389

Waiheke Island

Waiheke Sustainability Centre

1A Mako St, Waiheke Island

[Visit Website](#)

- Capacity: 50 seated, 80 standing
- Free onsite parking
- 5min walk to bus stop
- Wheelchair accessible venue and bathrooms

Amenities:

- Fully equipped kitchen
- Free wifi
- Video conferencing and seminar capabilities
- Flexible open-plan space with whiteboards
- Breakout room

- Cost: Free for EcoFest event hosts
- Contact: info@wrt.org.nz or (09) 372 2915

Health & Safety Guide

for in-person events

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.

For Police, Fire or Ambulance, dial 111

Some of the risks and hazards that may be present at your event:

- Risks associated with fire, earthquake, flooding, natural disaster, etc. and an action plan to inform participants what to do.
- Risks associated with weather or environment that might require particular clothing or protective gear: sturdy shoes for rough or slippery terrain, sun hats, raingear, water bottles, etc.
- Risks associated with the type of activity: i.e gloves or boots for working, safe tool use (including keeping safe distances between users), lifting heavy objects, strenuous physical activity.
- Risks to elderly, youth and/or disabled participants: i.e. uneven or difficult terrain, open water, steep edges, heavy lifting, working with tools, etc.
- Risk of COVID spread. Feel free to wear a mask and only attend if you are well.

health & safety guide

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