



Info Pack for Event Hosts

PRINT FRIENDLY VERSION



Events Checklist

for check and register events

Design and Planning Guide

for Hybrid Events and Virtual Events

Venue Hire List

obtain specific venue information

Health & Safety Guide

follow the rules and regulations

EVENT CHECKLIST

your journey as an EcoFest host

1. PREPARATION (1 Nov - 22 Feb)

- Planned my EcoFest event(s)
- Set up a registration form or payment system if applicable
- Secured venues and catering (if applicable) or set up my virtual platform
- Registered my event(s) with EcoFest so they appear on the website Completed this before 31 January for a chance of print programme inclusion
- Applied for all necessary permits and permissions
- Planned how I will promote my event(s) using the EcoFest host Promo Guide

2. FINAL EVENT PREPARATION (22 Feb - 22 Mar)




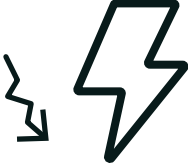







- Reminded registered attendees about the event and implemented my promotion plan
- Undertaken final event prep (see Health & Safety Guide)
- Received all necessary permits and permissions
- Browsed the EcoFest programme and signed up to other events
- Checked that all info about my event(s) on www.ecofest.org.nz is correct

3. FESTIVAL (22 Mar - 22 Apr)

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

DESIGN AND PLANNING GUIDE

for Hybrid Events and Virtual Events

	<ul style="list-style-type: none"> ● 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.
<p>Promote public transport options for guests. Try and provide a secure place for attendees to keep their bike if the ride to your event.</p>	 <p>If you are catering, source local, veg-strong, and sustainable catering options like thesustainablefoodco.</p> 
 <p>Find ways to keep your event low energy.</p>	  <p>Check out Zero Waste Events for tips on hosting a waste free event.</p>
<ul style="list-style-type: none"> ● Use an automated booking platform (like Humanitix or Eventfinda) to make it heaps easier for you, for us, and for your guests! Google forms are free to create. 	
<p>Consider measuring and offsetting your emissions Carbon Calculator Tools and Info.</p>	<p>Please consider how your event might be made more accessible to those with special needs.</p> 
 <p>Take photos and share the action on social media, always use #EcoFest(year) and tag us @ecofest_auckland.</p>	 <p>Follow up with guests by sharing notes or additional thoughts, invite them to your next event, and ask them for feedback.</p>
	<ul style="list-style-type: none"> ● 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 for our guest feedback forms ready at your event ● Prizes to be won for guests and for hosts who fill in feedback forms

VENUE HIRE LIST

options for hosting your event

Auckland Wide

Auckland Council Venue Hire

Various Locations

Waiheke Island

Waiheke Sustainability Centre

1A, Mako St, Waiheke Island

Central Auckland

Epsom Community Centre

202 Gillies Ave, Epsom

Central Auckland

Gribblehurst Community Hub

5 Cabbage Tree Swap

Central Auckland

The Button Factory

Abbey Street, CBD

Central Auckland

Central City Library

44-46 Lorne St, CBD

Central Auckland

Parnell Community Centre

545 Parnell Road, Parnell

Central Auckland

Aaiotanga Community Hub

22 Emily Place, CBD

Central Auckland

Ellen Melville Centre

Freyburg Square, CBD

Central Auckland

Grey Lynn Library Hall

474 Great North Road, Grey Lynn

**West Auckland
EcoMatters**

1 Olympic Place, New Lynn

**West Auckland
New Lynn Community Hub**

45 Totara Ave, New Lynn

**West Auckland
Arataki Visitor Centre**

300 Scenic Dr, Nihotupo

**West Auckland
Corban Estate Arts Centre**

2 Mt Lebanon Lane, Henderson

**North Auckland
Kaipātiki Project EcoHub**

17 Lauderdale Road, Birkdale

**East Auckland
Tāmaki Zero Waste Hub**

153 Pilkington Road, Glen Innes

**East Auckland
Huia Lodge, Cornwall Park**

Green Lane West Road

**East Auckland
Meadowbank Community Centre**

29 St John's Rd, St Johns

**East Auckland
Remuera Library**

429 Remuera Rd, Remuera

**East Auckland
Tāmaki Ex-Services
Association Hall**

10 Turua Street, St Helliers

**East Auckland
Leicester Hall**

Finlay Street and Ramsgate Streets,
Ellerslie

**East Auckland
Ōrākei Community Centre**

156 Kepa Road, Ōrākei

**South Auckland
Beautification Trust Creator Space**

38 Holmes Road, Manurewa

**South Auckland
Auckland Botanic Gardens
EcoFest Hub**

102 Hill Road, The Gardens

HEALTH & SAFETY GUIDE

follow the rules and regulations

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 event.
- 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.

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

- Provide participants with a clear action plan outlining what to do in case of fire, earthquake, flooding, or other natural disasters.
- 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.

**In an emergency, for Police, Fire or
Ambulance, dial 111**

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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.

- 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