

ECOFEST



Info Pack
for Event Hosts

DOWNLOAD AND BOOKMARK

Waka Hourua Clean
Transport



Torohē Nuku Explore
Nature



Kīnaki Kai Reka
Foodies' Fix



Mauri Noho
Conscious Living



Te Whaihanga
Makers' Mayhem



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Join us in making
EcoFest a Success!

Host an event to make
sustainable living fun
and accessible for all
Aucklanders.

EVENT CHECKLIST

your journey as an EcoFest host



1. PREPARATION (1 Nov - 22 Feb)

Planned my EcoFest event(s)



See Event Planning Guides for in-person and hybrid events or for virtual events

Set up a registration form or payment system if applicable

Secured venues and catering (if applicable) or set up my virtual platform



See Venue Hire List

Registered my event(s) with EcoFest so they appear on the website. Completed this before 31 January for a chance of print programme inclusion



Go to Registration Page

Applied for all necessary permits and permissions



Auckland Council Website

Planned how I will promote my event(s) using the EcoFest host Promo Guide



Find your host promo pack on the Host Support Page

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 In-Person and Hybrid Events



In-person events are great for hands-on activities that build connection among attendees. But to reach a wider audience you may want to consider offering an online or hybrid event. Hybrid events need careful consideration and proper technical setup. We recommend having at least two team members. For full details and tips check out the 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**? What habits, skills, or mindsets participants might take home?
- 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**? This could mean weaving in te ao Māori perspectives, collaborating with mana whenua, or creating space to share and celebrate Māori knowledge, values, and leadership in sustainability.



Bringing the Festive to EcoFest

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

- What is my event - a workshop, a working bee, a networking event or something else?
- What's the 'aha moment' attendees will walk away with? For instance a food-growing workshop could empower them to go from "I've never grown a thing" to "I can start my own veggie garden tomorrow!"
- How can I add a splash of fun, creativity or discovery to make it an experience people will rave about and remember?



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?



Transport

Encourage sustainable travel by picking a venue near public transport and/or sharing walking, cycling info in your invites such as tracks or availability of secure bike parking.



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.

How to plan?



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/>

Event permits

Check out if you need an event permit via the information on **Auckland Council's website.**



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 or Eventfinda if you don't have a preferred platform already.

Health and safety

Your attendees safety is in your hands! Take a look at the **Health & Safety Guidelines** at the end of this document for helpful tips to keep everyone safe and comfortable.



Capturing the Event

Consider having an **event photographer** and **sharing the action on social media**, remember to use #EcoFest(year) and tag us @ecofest.nz (Facebook) @ecofest_auckland (Instagram)

After your event

- How will participants keep engaging with you, your materials, or the experiences they've after the event?
- How can participants **share their experience** with others? Are there slides, pamphlets or links that they can take with them?

Tip: If you've got presentations, it's always good to make these available to participants

- Can they take photos during the event and share these on social media with relevant hashtags?
- Have you advertised other events can they attend?



Measure, Reduce and Offset Your Carbon Footprint

Thinking about offsetting the emissions from your event? Measuring and offsetting with one of Aotearoa's accredited organisations is a great way to keep your event's footprint small. If you do this, we'd love to hear about it!

Carbon Calculator Tools and Info

FutureFit (Auckland Council) — Discover your carbon footprint and get practical tips to shrink it.

Live Lightly — Everyday actions to reduce impact across energy, travel, food and waste—aligned with EcoFest themes.

Ekos — Calculate and offset emissions from lifestyle, household, driving or flights.

Carbon Neutral Trust — Free calculators for households and businesses, plus simple ways to cut emissions.

Greenlit — Handy for events and product ions, with links to other great tools.



Collecting Feedback

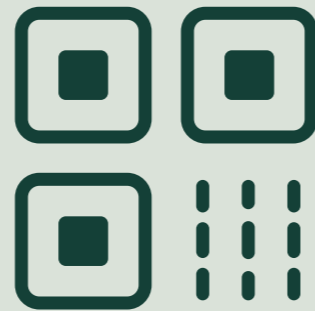
Feedback from hosts and attendees helps us improve EcoFest each year and share our impact with funders. Please record your attendee numbers and complete the host feedback form.

For attendee feedback, have a QR code or link ready so participants can fill it in straight after your event (set aside five minutes at the end if you can). You can also follow up by email if you've collected addresses.

Remember to mention that completing feedback enters everyone—hosts included—into the prize draw!

All feedback resources, including QR posters and forms, are available on the Host Support Page.

Scan QR code!



DESIGN AND PLANNING GUIDE

for 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 preferred 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 **East Auckland**, your EcoFest Support Organisation maybe able to manage your bookings for you using their own online booking system.





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**.

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 opportunity
- Don't forget to send them to the EcoFest webpage to fill in an event feedback form

Feedback Prize

Feedback from hosts and attendees helps us improve EcoFest each year and demonstrate our impact to funders. Please **record the number of online attendees** and complete the host feedback form after your event.

To capture attendee feedback, **share the feedback link** in the chat near the end of your session and allow a few minutes for participants to fill it in. You can also **follow up with a thank-you email** and the **link** a few days later if you've collected their contact details.

Don't forget to mention that submitting feedback enters both attendees and hosts into the **EcoFest prize draw!**



VENUE HIRE LIST

options for hosting your event



West Auckland

Arataki Visitor Centre

300 Scenic Dr, Nihotupu

[Visit Website](#)

Corban Estate Arts Centre

2 Mt Lebanon Lane

[Visit Website](#)

EcoMatters

1 Olympic Place, New Lynn

[Visit Website](#)

New Lynn Community Hub

45 Totara Ave, New Lynn

[Visit Website](#)

Auckland Wide

Auckland Council Venue Hire

Various Locations

[Visit Website](#)

Waiheke Island

Waiheke Sustainability Centre

1A Mako St, Waiheke Island

[Visit Website](#)

North Auckland

Kaipātiki Project EcoHub

17 Lauderdale Road, Birkdale

[Visit Website](#)

South Auckland

Beautification Trust Creator Space

38 Holmes Road, Manurewa

[Visit Website](#)

Auckland Botanic Gardens EcoFest Hub

102 Hill Road, The Gardens

[Visit Website](#)



East Auckland

📍 Huia Lodge, Cornwall Park

Green Lane West Road
Visit Website

📍 Meadowbank Community Centre

29 St John's Rd
Visit Website

📍 Remuera Library

429 Remuera Rd, Remuera
Visit Website

📍 Tāmaki Ex-Services Association Hall

10 Turua Street, St Heliers
Visit Website

📍 Leicester Hall

Findlay Street and Ramsgate Streets, Ellerslie
Visit Website

📍 Ōrākei Community Centre

156 Kapa Road, Ōrākei
Visit Website

📍 Tāmaki Zero Waste Hub

153 Pilkington Road, Glen Innes
Visit Website

Central Auckland

📍 Ellen Melville Centre

Freyburg Square, CBD
Visit Website

📍 Epsom Community Centre

202 Gillies Ave, Epsom
Visit Website

📍 Gribblehurst Community Hub

5 Cabbage Tree Swamp
Visit Website

📍 Parnell Community Centre

545 Parnell Road, Parnell
Visit Website

📍 Aaiotanga Community Hub

22 Emily Place, CBD
Visit Website

📍 The Button Factory

Abbey Street, CBD
Visit Website

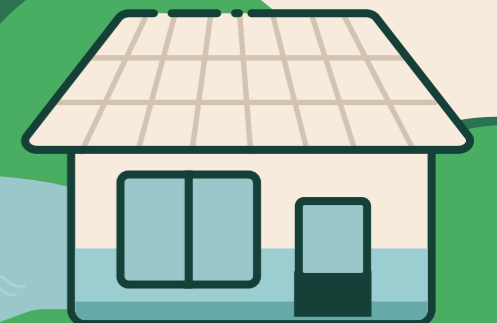
📍 Central City Library

44-46 Lorne St, CBD
Visit Website

📍 Grey Lynn Library Hall

474 Great North Road, Great Lynn
Visit Website

Find a perfect place



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.

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

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.

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.

- 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