EVENT HOST SUPPORT PACK

On the day

- Arrive early to set up and check for hazards.
- Borrow a teardrop banner from your hub for a festival feel (ask well ahead).
- Welcome people and give your safety briefing.
- Count everyone who comes (see Attendance and feedback).
- Take photos, asking permission first, especially for children. Share them and tag us, or email your best shots to your hub: we love sharing them with funders.
- Show the feedback QR code before people leave.

Say a few words about EcoFest

> *This event is part of EcoFest, a month-long festival across Tāmaki Makaurau. Check out ecofest.org.nz for the full programme: there are heaps of events that build on what you'll do today.*

Your support hubs

West & Central Auckland
EcoMatters
ecofest@ecomatters.org.nz
09 826 4276

North Auckland
Kaipātiki Project
ecohub@kaipatiki.org.nz
021 036 1049

South & East Auckland
Beautification Trust
ecofest@beautification.org.nz
09 269 4080

Waiheke & Gulf Islands
Waiheke Resources Trust
info@wrt.org.nz
09 372 2915

Full pack and latest version: ecofest.org.nz/about/event-host-support-pack/