EVENT HOST SUPPORT PACK

Plan a great event

Put the eco in EcoFest

- What habit, skill or mindset will people take home?
- How does your event welcome people of different ages, backgrounds and abilities?
- How does it honour Te Tiriti o Waitangi? (Ideas in Going further.)

Bring the festive

- What's the "aha" moment? For example, from "I've never grown a thing" to "I can start a veggie garden tomorrow".
- How can you add fun, creativity or discovery so people remember it?

Logistics

- Who is it for, and what day and time suits them?
- How many people can the venue hold? What will you and attendees need to bring? What will it cost you?
- Pick a venue near public transport and share walking, cycling and bike parking info.
- Check if you need an Auckland Council event permit, usually for public spaces, larger groups or amplified sound. Apply early.

Bookings

Use a booking platform such as Humanitix or Eventfinda, or a free Google Form. It sends reminders, tells you who's coming, and helps us count attendance across the festival.

Accessibility

Think about step-free access, seating, accessible toilets, clear directions and quiet space. Say what's available when you register, so people can filter the programme.

Online events

- Keep it under 1.5 hours.
- Humanitix's free version works with Zoom, Vimeo and other tools.
- Drop the feedback link in the chat near the end and give people a few minutes.

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/