EVENT HOST SUPPORT PACK

Planning checklist

Now – 22 February: prepare

- [ ] Plan your event (see Plan a great event)
- [ ] Book your venue and catering, or set up your online platform
- [ ] Set up bookings or ticketing, if you need them
- [ ] Register your event with EcoFest (by 31 January for the printed guide)
- [ ] Apply for any permits and permissions
- [ ] Plan how you'll promote your event

22 February – 22 March: final prep

- [ ] Start promoting and remind people who've booked
- [ ] Do your health and safety prep
- [ ] Check permits and permissions are confirmed
- [ ] Check your listing on ecofest.org.nz is correct
- [ ] Browse the programme and book into other events

22 March – 22 April: the festival

- [ ] Run your event and count attendees
- [ ] Ask attendees for feedback
- [ ] Fill in the host feedback form
- [ ] Enjoy other EcoFest events

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/