Event Host Support Pack

Everything you need to host an EcoFest event

STEP 1: START HERE

Get started Entry criteria Register

STEP 2: PLAN AND RUN YOUR EVENT

Checklist Plan Health & safety Zero waste Venues Promote On the day Feedback Contacts

STEP 3: GOING FURTHER

Te Tiriti Widen the welcome Footprint Connect Leave something lasting

Latest version: ecofest.org.nz/about/event-host-support-pack/

STEP 1

Start here

Who can host, what EcoFest looks for, and how to register.

Kia ora, and thanks for hosting an EcoFest event. This page has what you need, from registering your event to counting heads on the day. Work through **Start here** and **Plan and run your event**. If you have the time and people to do more, **Going further** has ideas to deepen your event's impact. Questions? Your support hub is happy to help.

Key dates: registrations open 28 October. EcoFest runs 22 March – 22 April (Earth Day).

Get started

Who can host? Individuals, community and volunteer groups, non-profits, schools, businesses and business associations. Your event needs to fit EcoFest's focus: sustainability, climate resilience and well-being, or caring for the environment.

Does it cost anything? Registering is free. You cover your own event costs, such as venue hire or materials. Some venues offer free space for EcoFest events, see Venues.

Who supports you? One of four EcoFest support hubs, depending on where your event is. Your hub approves your listing, answers questions and can lend you a teardrop banner. See Contacts.

Watch the Host 101 webinar

A short video on preparing your event, the support you can expect and where to find more help.

Watch it at youtu.be/14vFAEB1yZs

Join the host WhatsApp group

Share tips, ask questions and hear about opportunities first. Ask your hub to add you. The group is for hosts and festival matters only.

EcoFest benchmarks and entry criteria

Coming soon: we're finalising the EcoFest benchmarks and entry criteria. See ecofest.org.nz/about/event-host-support-pack/ for the latest.

Register your event

1. Plan the basics first: date, time, venue and how people book.
2. Fill in one form per event. If the same event runs on several dates, one form covers them all.
3. **Organiser: search first.** Start typing your group's name. If you've hosted before, select it from the list. Only create a new organiser if yours isn't there, so your events stay together.
4. Add a clear landscape photo you have permission to use. Large images take a moment: wait for the success message before leaving the page.
5. You'll get a confirmation email (check your junk folder). Your hub reviews your event, gets in touch if anything needs clarifying, then publishes it in the online programme.

Register early. Events registered by 31 January have a chance to appear in the printed festival guide.

Need to change something after you've submitted? Email your hub. No confirmation email? Contact your hub straight away.

EcoFest curates a diverse programme. Final selection is at the organising team's discretion.

Register your event

STEP 2

Plan and run your event

Everything a first-time host needs, from planning to the day itself.

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

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.

Health and safety

Your attendees' safety is in your hands. If your venue has a health and safety plan, follow it.

Every event

- Give a quick safety briefing at the start: hazards, exits and the assembly point.
- Have a fully stocked first aid kit.
- Know where the nearest defibrillator (AED) is.
- Have an evacuation plan and assembly point.
- Count people in, so you don't overcrowd and can do a headcount in an emergency.

Think about

- **Emergencies:** what to do in a fire, earthquake or flood.
- **Weather and terrain:** sturdy shoes, sun hats, raincoats, water.
- **The activity:** gloves and boots, safe tool use and spacing, heavy lifting, strenuous work.
- **People at higher risk:** older people, children and disabled people may need extra care with uneven ground, open water, steep edges or tools.
- **Children:** make it clear that parents and caregivers supervise their own children.

Risk register

If your venue doesn't have a health and safety plan, list the risks for your activity and how you'll manage them.

Risk or hazard	Possible harm	How you'll control it
Slippery track	Slips, sprains	Tell people to wear sturdy shoes; skip the steep section if wet

In an emergency, call 111 for Police, Fire or Ambulance.

Zero waste basics

- Skip single-use: reusable cups, plates and cutlery. If you can't, choose recyclable or compostable, and have the right bins, clearly labelled.
- Ask people to bring a reusable cup and water bottle.
- Print less: share slides and links instead of handouts.
- Food: local, seasonal and veg-forward, with options for dietary needs. Order sensible amounts and share leftovers. Catering idea: The Sustainable Food Co.
- Save energy: use daylight and switch off what you don't need.

Zero Waste Events has practical guides. Ask your hub if any zero waste support is on offer this year.

Venue Supporters List

Contact these venues for a special EcoFest rate during the festival. You can also ask your hub for an introduction. Contacts are from last year's list; if one bounces, ask your hub.

Auckland-wide

Auckland Council venues

Book online

Central

Ellen Melville Centre
Freyberg Place, CBD. Contact Leela
leela.bhai@aucklandcouncil.govt.nz

Āiotanga Community Space
22 Emily Place, CBD. Contact Leela
leela.bhai@aucklandcouncil.govt.nz

Myers Cottage
Scotia Place, off Queen St, CBD
margaretl@lifewise.org.nz

Central City Library
44–46 Lorne St, CBD
sarah.hall1@aucklandcouncil.govt.nz

The Button Factory
Abbey St, Newton
lary@thebuttonfactory.co.nz

Parnell Community Centre
545 Parnell Rd, Parnell
leela.bhai@aucklandcouncil.govt.nz

Epsom Community Centre
202 Gillies Ave, Epsom
sanjay@villagesquare.org.nz

Gribblehurst Community Hub
5 Cabbage Tree Swamp Rd, Sandringham
coordinator@ghub.nz

Grey Lynn Library Hall
474 Great North Rd, Grey Lynn
bevan.chuang@aucklandcouncil.govt.nz

East

Huia Lodge, Cornwall Park
Green Lane West
events@cornwallpark.co.nz

Meadowbank Community Centre
29 St Johns Rd, Meadowbank
bevan.chuang@aucklandcouncil.govt.nz

Remuera Library
429 Remuera Rd, Remuera
sue.jackson@aucklandcouncil.govt.nz

Tāmaki Ex-Services Association Hall
10 Turua St, St Heliers
bevan.chuang@aucklandcouncil.govt.nz

Leicester Hall
Findlay St and Ramsgate St, Ellerslie
bevan.chuang@aucklandcouncil.govt.nz

Ōrākei Community Centre
156 Kepa Rd, Ōrākei
bevan.chuang@aucklandcouncil.govt.nz

Tāmaki Zero Waste Hub
153 Pilkington Rd, Glen Innes

South

Beautification Trust Creator Space
38 Holmes Rd, Manurewa
admin@beautification.org.nz

Auckland Botanic Gardens
102 Hill Rd, Manurewa
admin@beautification.org.nz

West

EcoMatters Environment Centre
1 Olympic Place, New Lynn
ana@ecomatters.org.nz

New Lynn Community Centre
45 Totara Ave, New Lynn
newlynncc@aucklandcouncil.govt.nz

Corban Estate Arts Centre
2 Mt Lebanon Lane, Henderson
projects@ceac.org.nz

Arataki Visitor Centre
300 Scenic Dr, Titirangi
laura.peters@aucklandcouncil.govt.nz

North

Kaipātiki Project EcoHub
17 Lauderdale Rd, Birkdale
ecohub@kaipatiki.org.nz

Waiheke

Waiheke Sustainability Centre
1A Mako St, Oneroa
info@wrt.org.nz

Promote your event

We promote the whole festival: the online programme, a printed guide, and print, digital and radio advertising. Your own promotion is what fills your event.

Online

- List your event on your website, local noticeboards and what's-on pages.
- Create a Facebook event. Add EcoFest, your hub and any partners as co-hosts, and tag your venue.
- Feature it in your newsletter with an image and booking link. Ask other groups, and local schools for whānau-friendly events, to include it in theirs.
- Post on social media and tag us: **@ecofest.nz** (Facebook), **@ecofest_auckland** (Instagram), **#EcoFestNZ #EcoFest2027**. We're happy to share your posts.

Add this to every listing

> *This event is part of EcoFest, an annual month-long festival taking place 22 March – 22 April. EcoMatters, Kaipātiki Project, Beautification Trust and Waiheke Resources Trust are teaming up to showcase all that Tāmaki Makaurau has to offer in the sustainability space. Visit ecofest.org.nz and join us!*

In person

- Put up posters (ask first): your venue, libraries, community centres, cafés, shops, schools and businesses your audience uses.
- Invite people personally. You'll also learn what interests them and what might hold them back.
- Go to other EcoFest events. You'll meet like-minded people, and maybe your next guests.

Promo assets

Ready-to-use EcoFest images, words, logos and templates.

Social media images | Words to promote with | Canva templates | Logos and brand guidelines | Feedback QR posters and name tags | All promo assets (posters too)

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.*

Attendance and feedback

Feedback keeps EcoFest going. It shows funders the festival's impact and helps us improve each year.

1. **Count attendees.** A tally sheet or clicker works. You'll be asked for the number.
2. **Ask attendees for feedback before they leave.** Put up a QR poster, wear a QR name tag, or have a device open at the form. Allow five minutes at the end.
3. **Follow up** a day or two later with an email or text that includes the feedback link.
4. **Fill in the host feedback form** soon after your event.

Everyone who gives feedback, hosts included, goes in the prize draw. Quotes and stories are welcome too: email them to your hub with your event name.

Feedback forms | QR posters and name tags

Contacts

Your support hub depends on where your event is. Not sure which? Contact any hub and they'll point you the right way.

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

STEP 3

Going further

For hosts with the time, skills or partners to go beyond the basics. None of this is required. Pick one or two ideas that suit your event.

Honour Te Tiriti o Waitangi

- Weave in te ao Māori perspectives and values, such as kaitiakitanga and manaakitanga.
- Connect early with mana whenua or your local marae, respect their time, and offer koha where appropriate.
- Use te reo Māori place names and take care with pronunciation.
- Make space for Māori knowledge and leadership in sustainability.

Widen the welcome

- Partner with groups that reach people who don't usually come to environmental events.
- Offer free or koha entry, whānau-friendly times, translated material or sign language interpretation where you can.
- Go hybrid: stream or record your event for people who can't attend. You'll need a good tech setup and at least two people, one to run the online side.

Shrink your footprint

- Aim for zero waste: weigh what goes to landfill, recycling and compost, and set a target for next time.
- Measure and offset your emissions with an accredited Aotearoa tool: FutureFit, Live Lightly, Ekos, Carbon Neutral Trust or Greenlit (made for events).
- Tell your hub what you did. We'd love to share it.

Connect with other hosts

- Invite other hosts through the WhatsApp group, and stay for a cuppa afterwards.
- Team up: co-host with another group, or link events (a nature walk, then a workshop).
- Running a paid event? Offer free entry to other hosts.

Leave something lasting

- Give people a next step: a resource, a group to join, or your next event.
- Follow up with wrap-up notes, slides or links.
- Write a blog post (1500–2500 words) about your mahi for the EcoFest website. Email it to ecofest@beautification.org.nz.
- Keep going year-round, and come back as an ongoing EcoFest contributor.