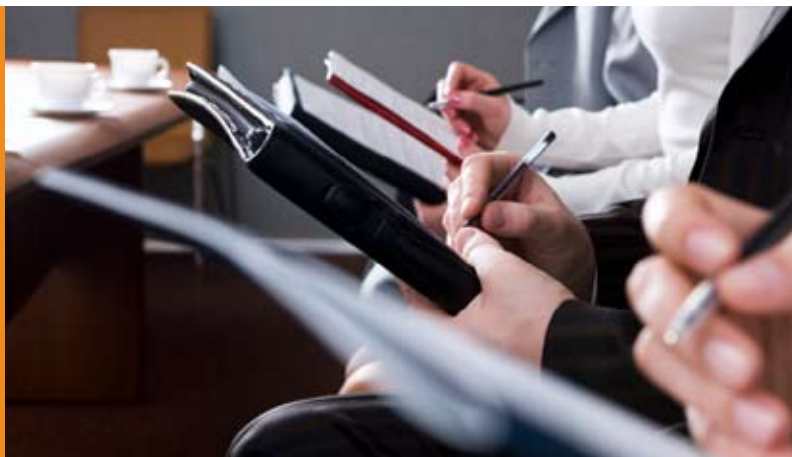


EVENT CHECKLIST



The Carbon and Ecological Footprint Event Calculator

EPA's Carbon and Ecological Footprint Events Calculator helps organisers plan a low Footprint event by:

- highlighting the main environmental impacts of an event
- helping to identify actions to avoid and reduce the impacts - for organisers, delegates, host venues and exhibitors
- helping organisers plan and achieve a carbon neutral event

The Calculator measures the:

- Ecological Footprint of your event - the productive area needed to supply the resources, and process the waste generated from your event.
- Carbon Footprint of your event (a sub-component of the Ecological Footprint). It uses life cycle assessment to estimate the carbon equivalents produced as a result of your event.

The following questions ask for information about the types of products and resources you use during your event, allowing you to estimate how many global hectares (the average per hectare regenerative capacity of all the planet's biologically productive surfaces) are required to support your event, and your event related greenhouse gas emissions.

Some of the data required may be easier to collect directly from delegates, patrons, the host venue or exhibitors at the event. There are exhibitor, delegate and venue surveys also available to support collection and collation of this information.

Further Information:

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www.epa.vic.gov.au/ecologicalfootprint



NAME OF EVENT	
EVENT LOCATION/VENUE	
EVENT DATA STATUS Projections pre-event; progressive results; event results.	

GENERAL EVENT INFORMATION

The following questions ask for basic information on the type, size and duration of your event. Some of this information is for your reference and tracking requirements, however, the calculator will require an accurate entry of the number of delegates/patrons attending and the duration of your event to provide accurate results.

1	What type of event are you holding? This could include a conference, music event, sporting event, community festival, fete, fair or any other event.	
2	How many people are attending your event? Patrons or Delegates Patrons or delegates are considered to be the people for whom your event is providing a service. Only include presenters and exhibitors/stallholders if they are also participating in the event - that is the event provides them with a service. Do not include contractors or event managers who have helped organise your event, or set up on the day.	Enter number
3	How long does your event run for? If your event goes for less than 1 full day, enter this as a decimal e.g. half day = 0.5 days.	Number of days

VENUE DETAILS

The following questions ask for information about the floor space that your event requires. The calculator can then apportion the environmental impact of the overall building to your specific event use, taking into account the duration of your event. Venue facilities managers should have this information. Electricity, gas and water bills will provide information on KWh, MJ and Litres - units required to complete the questionnaire. If necessary, the venue survey will support collation of data.

4	What is the total ground area that your event utilized in square meters of indoor, outdoor or temporary structure space?	Square metres
5	What percentage of your event is held indoors or outdoors? Ensure total percentage adds to 100%	%
	Indoor area used for your event (for example, lecture hall, foyer or dining room)	
	What is the life expectancy of the building Information about the buildings construction may include life expectancy data. If you don't know estimate 80 years (the average life expectancy of a building in Australia).	Number of years
	Outdoor area used for your event (for example camping grounds, music stands, stalls, ovals, area under a marquee or garden space)	



VENUE DETAILS CONTINUED...

6	If you are using temporary structures at your event, how many kilometers were they transported (include stage equipment such as lighting, amplifiers, microphones and marquees etc.) using the following modes of transport?	KM
	Car	
	Small truck	
	Large truck	
	Shipping container	
7	Is your event powered? Uses electricity, generators or natural gas for lighting, amplifiers, audio-visual equipment etc...	YES / NO
8	Provide details in relation to power	
8 (a)	How much electricity is used at the event?	KwH
	What is percentage of Green Power?	%
8 (b)	How much natural gas is used at the event?	MJ
8 (c)	Are generators used to power your event? If you know how many litres are used specifically for your event, enter this. You could work with your venue operator or generator supplier to estimate liters of petrol or diesel consumed by the equipment within a specific time frame.	YES / NO
	Estimate litres of petrol	Litres
	Estimate litres of diesel	Litres
9	How much water is used at the event?	KL

ACCOMMODATION

Ecological Footprint accounts for accommodation by measuring the productive area required to produce the inputs to your event, and absorb wastes across the life cycle e.g. from staying in a hotel or camping ground. Either estimate average costs for the duration of your event or enter data from delegate survey.

10	Does the event go for more than one day?	YES / NO
11	How many bed nights did patrons or delegates stay in the following types of accomodation over the event's duration?	Number of nights
	Usual residence (refers to delegates or patrons who live in the town where your event is held and stay at their usual accomodations)	
	Visiting friends or relatives	
	Campground area occupied (Area of campground used - metres squared)	Metres squared
	Hotel/Motel/Bed & Breakfast etc	
	Cost per night	\$

CATERING

Food is not always associated with environmental impact but there are resource requirements associated with growing food. Your catering Carbon and Ecological Footprint includes land use associated with growing crops, grazing animals for meat and absorbing emissions from the energy required for producing and transporting your food. It may help to ask your event caterer to estimate the cost associated with each food group (this data can be collated through the venue survey). If this information is not available put your overall catering costs into the external catering category.

12	Over the period of the event how much was spent on the following items?	\$
	Meat and meat products including fish	
	Dairy products	
	Fruit and vegetable products	
	Oils and fats	
	Flour and cereal foods (eg rice/pasta)	
	Bakery products	
	Confectionery	
	Other food products	
	Soft drinks and other non-alcoholic beverages	
	Beer	
	Wine and spirits	
	Tea and coffee	
	External catering/Restaurants and cafe food	



PRINT AND PROMOTIONAL ITEMS

Ecological Footprint accounts for goods such as clothing, stationery and plastics by measuring inputs across the life cycle (from material extraction to product disposal). It takes into account land for growing trees to make paper and grazing cattle for leather products for example. Greenhouse gas emissions are also calculated using a life cycle approach, looking at greenhouse gas emissions over the entire life cycle of a product and attributing this to the volume of products used at the event.

13	Enter the amount spent on the following categories	\$
13 (a)	Paper containers and products	
	<i>Enter the percentage of recycled content</i>	%
13 (b)	Plastic products (pens, cups, plates etc...)	
13 (c)	Stationery (promotional pens, pencils, erasers, rulers etc...)	
13 (d)	Printing (includes paper and inks)	
13 (e)	Textile products	
13 (f)	Clothing	
13 (g)	Other	

TRAVEL – TO AND FROM THE EVENT

Transport to and from an event can contribute significantly to an event's Carbon and Ecological Footprint, particularly where delegates / patrons are travelling by airplane. Different transport modes have differing ecological impacts based on materials needed to construct vehicles, roads and rail, together with greenhouse gas emissions when in use.

14	How many kilometres have delegates travelled to get to and from your event using the following modes of transport? Please enter total km to represent all delegate travel both to and from your event.	KM
	Bus (long distance)	
	Train (long distance)	
	Hybrid car (combines electric power with fuel [gasoline or petrol] technology to achieve greater efficiency, allowing you to travel further with less fuel input)	
	Small car (4-cylinder, eg small hatchback)	
	Medium car (< 6 cylinder, eg small to medium sedan)	
	Large car (> 6 cylinder, eg 4-wheel drive, V8 or people mover)	
	Domestic flight	
	International flight	
	Have any delegates offset their flight associated carbon emissions? <i>Use delegate survey to enter this data. If no delegate survey has been distributed and there is no way of ascertaining this data, select 'No' for this question and skip the following two questions.</i>	YES / NO
	What is the combined kilometres of domestic air travel that have been offset by delegates?	
	What is the combined kilometres of international air travel that have been offset by delegates?	

TRAVEL – TO AND FROM DELEGATE RESIDENCE/ ACCOMMODATION TO EVENT

To reduce the Carbon and Ecological Footprint for an overnight event, promote hotels or other accommodation options that are within walking distance of your event venue.

15	How many kilometres have delegates/patrons travelled to get to and from your event from their place of accommodation using the following modes of transport? Please enter total km to represent all delegate travel both to and from your event.	KM
	Walking	
	Cycling	
	Public transport	
	Bus (long distance)	
	Train (long distance)	
	Hybrid car (combines electric power with fuel [gasoline or petrol] technology to achieve greater efficiency, allowing you to travel further with less fuel input)	
	Small car (4-cylinder, eg small hatchback)	
	Medium car (< 6 cylinder, eg small to medium sedan)	
	Large car (> 6 cylinder, eg 4-wheel drive, V8 or people mover)	



TRAVEL – WHILE AT THE EVENT

When organising your event, reduce the need for transport during the event, or, if it is required, choose the most efficient mode of transport. For example, look into hiring a bus instead of using numerous cars to travel during the event.

16	How many kilometres have delegates/patrons travelled while at your event using the following modes of transport? Please enter total km to represent all delegate travel during your event.	KM
	Walking	
	Cycling	
	Public transport	
	Bus (long distance)	
	Train (long distance)	
	Boat	
	Hybrid car (combines electric power with fuel [gasoline or petrol] technology to achieve greater efficiency, allowing you to travel further with less fuel input)	
	Small car (4-cylinder, eg small hatchback)	
	Medium car (< 6 cylinder, eg small to medium sedan)	
	Large car (> 6 cylinder, eg 4-wheel drive, V8 or people mover)	

RECYCLING AND WASTE

These questions ask for information about how much waste is generated during your event in order to measure how much land is required to assimilate this waste and the amount of CO₂-e produced as result. The Carbon and Ecological Footprint Calculator will assign credits against items that are recycled. The facilities manager at a host venue should have access to this information.

17	Enter the amount of waste generated at your event Enter the total number of 240L bins that have been filled at your event. If less than one bin is used or several full bins and one half bin, enter percentage in decimal form. Eg. Half of a 240L bin is filled for the event, enter 0.5 for number of bins or if one and a half bins have been used enter 1.5.	Total number of bins
	Waste recycled	% of total
	Paper and cardboard	
	Glass	
	Plastic	
	Aluminium and steel	
	Co-mingled glass and plastic	
	Co-mingled paper, glass, aluminium and plastic	
	Waste to landfill	
	General waste to landfill	

NEXT STEP

Now you have all the necessary information to complete the Carbon and Ecological Footprint Calculation for your event. Return to EPA's website to calculate the amount of CO₂-e produced as a result of your activities and the number of global hectares needed to sustain your event. You can then refer to some of the tips for reducing the environmental impact of your activities. You could use the calculations to encourage delegates to consider their impact and to take a moment to think about the impact they have on the Earth, and how as a society we can work together to make our activities and lifestyles more sustainable.

RESULTS

Once you have used the calculator to obtain your results record them here

<input type="text"/>	Global Hectares
<input type="text"/>	Soccer Fields
<input type="text"/>	GHA per delegate
<input type="text"/>	Total CO ₂ -e
<input type="text"/>	CO ₂ -e per delegate