* This event evaluation and report outline template will help you capture your waste management practices and learnings.
* The suggested subsections are a guide for what you can consider as reflection points and also include references to other templates you may have used throughout your events planning and delivering phases.

# Introduction

This section should provide an overview of the event, including details on:

* Event name
* Lead organisers and partners (if applicable)
* Event dates
* Venue or description of the location
* Sponsors (if applicable)
* Approximate attendance
* The focus for the event (e.g. farmers market, music concert, school sports).

# Summary of the event

This section should provide a summary of the zero waste strategies used before, during and after the event, as well as some observations about what worked well, what didn’t work well and key metrics.

## Planning the event

This sub-section should provide an overview of what was done, what worked well and didn’t for:

* The strategic approach for waste minimisation and litter prevention (target setting, initiatives implemented)
* Planned infrastructure (what infrastructure did you use and where was it located)
* Contractors used
* How it was promoted and communicated (if you developed a Communication and Education Plan you can include comments here and attach the document)
* A summary of the engagement with stallholders (if you developed a stallholder agreement/covenant you can include comments here and attach the document)
* Budget and staff allocation.

## During the event

This sub-section should provide:

* Observations of bins and waste generally (comment on any bin, litter or site assessments and attach any relevant documents such as assessment performed)
* How the waste measures were publicised throughout the event
* A summary of any deviations from the waste action plan, why they were made and how well they worked
* What worked well and didn’t work well
* Reference pictures of bin infrastructure, hubs, stalls and material.

## After the event

This sub-section should provide:

* An overview of the clean-up process including what worked well and didn’t work well
* A summary of the waste audit and key metrics for each of the waste streams:
	+ Total volume per stream (if known)
	+ Contamination rate per stream (if known)
* Summary of waste costs
* Reference pictures of waste audit and site clean-up.

|  |  |  |  |
| --- | --- | --- | --- |
|  | This event | Previous event | Change |
| **STREAM** | **KG** | **VOLUME (m3)** | **KG** | **VOLUME (m3)** | **KG** | **%** |
| General waste | *a.100* | *1000* | *b.200* | *200* | *c = b-a* | *=c/b\*100* |
| Compostables |  |  |  |  |  |  |
| Aluminium |  |  |  |  |  |  |
| Cardboard |  |  |  |  |  |  |
| **Total material collected** | *Sum of above* |  |  |  |  |  |
| **Total material diverted**  | *Sum of diverted streams* |  |  |  |  |  |
| **% of diversion** | Total diverted (kg)/ Total collected (kg) |  |  |  |  |  |

## Feedback

This section should summarise any feedback you received from stallholders, contractors, staff, volunteers and patrons on your zero waste event management approach. This includes a summary of:

* Working with stakeholders during the event (if you used a stallholder survey comment here and attach document)
* Patrons’ experience during the event (if you used a patron survey comment here and attach document)
* Event staff and volunteer experience during the event (if you used a staff and volunteer survey comment here and attach document).

# Performance against targets

This section should provide an overview of how the event performed against the targets set out in your Waste Action Plan. Key evaluation questions to address in this section are:

* To what extent did you achieve your targets? Why/why not?
* Was the approach you took to minimising waste generation appropriate for achieving your targets? Why/why not?
* What difference has this approach made?
* What resources have been used to achieve the objectives? Are these more or less than expected? What explains the variance?

# Conclusions and recommendations

This section should provide a summary of all the key learnings from the event and outline any recommendations for future events to assist continuous improvement.

**Tip**

Be sure to include as many pictures as possible of your waste set up, promotional materials, signage, bins and the waste audit process. In addition, include survey data or feedback as appendices. These provide great visual cues for future event organisers and can be in future training and education of staff and volunteers.

#

* This Evaluation Matrix can be used to capture and measure the type and volume of waste generated at your event and evaluate your success.

# Evaluation Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| waste type | target Weight (KG) volume (m³)  | Actual weight (KG) volume (m³) | percentage of contamination | contamination type | waste stream destination | result\* |
| **General waste** |  |  |  |  |  |  |
| **Recyclables**  |  |  |  |  |  |  |
| **Organics/compost** |  |  |  |  |  |  |
| **Paper/cardboard** |  |  |  |  |  |  |
| **[Other]** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*Green = Above/on target, Yellow = Below target, Red = Contamination detected

To calculate the diversion rate (percentage of material diverted from landfill), add the total amount of alternative (non-landfill) waste streams, divide this by the total amount of waste generated at your event and multiply by 100.