



Event Host Information Pack

Please use this information pack as a guide to planning your event and to assist you in registering your event(s) for inclusion in the programme.

If you want to talk directly to someone about your event idea, whatever stage of development it's in, please contact the Nelson Tasman Climate team at the following address: info@ntcf.nz. We would love to hear from you, no matter how small or early your idea may be.

Once again, thanks for your interest in getting involved in the Climate Action Festival 2024.

This information Pack contains the following:

1. Tips for planning great and climate friendly events
2. Ways the Nelson Tasman Climate Forum can help support your event
3. Health and Safety Checklist

1- Tips for planning great events:

General comments

Our theme this year is "Grounded Community". We chose this theme because it conveys so much of what we're about, which is focusing on our powers close to home where we can have the greatest impact. "Grounded" means being close to the earth and resilient, like a tree with strong roots that hold it steady even through the strongest gales.

We invite all of our partners to make this festival a place of learning, connection, and action. We would be delighted to count you among the agents of change.

Events in the past have included making and recreating items, nature tours, garden and soil care, energy-efficient living, the joy of less stuff, community meals, films, managing mental health and anxiety about the environment...the list goes on.

Please consider how you think your event fits in this broad description, and how it is, in a way, climate related.

If you've got some doubts about this question as you design your event, please contact us.

If you organise an "In person" event

In-person events are great for hands-on and interactive events. They're also a great way to connect with your participants and to allow them to connect with each other. There are, however, a number of considerations that will make your event a great "Climate Action Festival" one.

Bringing the "Festival" to the Climate Action Festival

We suggest you take some time to consider the customer journey:

- What is the event - a workshop, a working bee, a networking event or something else?
- Can you describe the "transformation" that participants should experience by participating at your event, i.e. for a workshop on growing food at home: the participant might go from knowing nothing about growing food, to being able to start their own, small vegetable garden.
- How can this event be made more fun, engaging or educational?
- What is the "attendee journey" from signing up for the event, to reminders, to arriving and being welcomed at the venue?
- What do they go away with and how will their journey continue after the event? How will they stay connected? How can participants share their experience with others? Are there slides, pamphlets or links that they can take with them? What other events can they attend?

Logistics and Housekeeping

Where will the event be hosted?

How many people can attend this venue?

Who is this event for?

What days and times make the most sense to host this event for the people you are targeting?

What will attendees need to bring to the event?

What supplies or materials will you need to bring to effectively run the event?

What (if anything) will the event cost you to run? Consider the headings below.

Transport

We recommend choosing a venue close to good public transport links and encouraging people to get to and from the event sustainably in your invite. See if there is an existing bike rack nearby, or have a place available to use their own bike lock.

Accessibility and inclusion - Pricing your event

We want every Nelson Tasman resident to have the opportunity to engage in sustainability. Please consider how your event might be made more accessible to those with special needs or to those with a lower budget.

Various systems exist to make your event accessible, while also paying you properly. A payment scale system, or even a "suspended event" on the model of a "suspended coffee" are possibilities to consider.

The Forum has also set aside a budget for this purpose. Let us know if you would like to make use of it, and together we will see what can be done.

Energy

Consider if there are ways to reduce your energy use throughout the delivery of your event.

Food

Sourcing locally produced food and drinks and offering a vegetarian/vegan selection can keep your environmental impact down as well as help cover dietary requirements. If applicable, please remind your participants to bring their keep cup and drink bottle.

Waste

Offering refreshments or handing out leaflets? Choose reusable cups and plates, if not possible then aim for easily recyclable or compostable products but don't forget to have the correct bins in place! Check out Zero Waste Events in [Nelson](#) and [Tasman](#) for tips on hosting a waste free event.

Booking Systems We encourage you to use your preferred ticketing platform or automated booking system to accept registrations to your event. We recommend checking out [Humanitix](#) if you don't have a platform already. The free version of this easy-to use platform should cater to all your needs.

And if you wish, Nelson Tasman Climate Forum can help to manage your bookings with their own online booking system. In this case, just let us know, and we'll confirm if it's possible.

Event permits

Check out if you need an event permit via the information on [Nelson](#) and [Tasman](#) Council's websites.

Health and safety

As an event organiser, you are responsible for everyone at your event. Please take a look through the Health & Safety Guideline located at the end of this document for our suggestions regarding this. The Forum can also help with these considerations.

Photography, film and other event outputs

We're keen to see our event hosts think about the ongoing impact of their event and how you can continue to promote the underlying messages and keep audiences engaged in sustainability. Consider having an event photographer and sharing the action on social media. If you've got presentations, it's always good to make these available to participants afterwards!

If you organise a virtual event

Going virtual is a great option. You can reach a wider audience – ensuring your sustainability message goes further.

We suggest considering the following questions as you design your event:

- How does my event speak to the objectives of the Climate Action Festival, to learn, connect, teach and inspire sustainable and climate related actions and lifestyles in Nelson Tasman?
- How does my event build resilience by increasing diversity, inclusivity, accessibility and equity in sustainability?
- How is my event honoring the spirit of Te Ao Māori, where the relationship between humans and nature is emphasised?

Choosing the platform

The choice of platform is yours. However, choose one that meets the needs of your session (recording, break-out rooms, time availability, etc.).

The Forum has a Zoom account that can be made available to you if you need it, as long as it is available at the time of your event. Please reach out, if you are interested in this possibility.

Booking Systems

The choice to organise a registration process is yours. Obviously it will be needed if your online session is not a free event. In this case, registration platforms like Humanitix can handle payments.

If your online event is free, we nevertheless still recommend a registration process for a number of reasons: You have an idea of how many people will be attending, and you can more easily follow up with participants to remind them about the session, and once your session is over.

In any case, be it a free or a paid registration, please only use the addresses collected for the purposes for which they were collected. This is why we advise you to use the option, during the registration process, to ask whether the registered person would like to receive your newsletter or other news.

Our aim, as the Climate Forum, is to inform as many people as possible about what we are doing and about the various ways in which they can get involved in climate action. We would therefore be grateful if you could insert, in parallel with your potential question, a sentence such as "I agree to receive the Nelson Tasman Climate Forum newsletter".

Again, the Climate Forum can help you manage your bookings. If you'd like some help there, please let us know.

If you wish to charge for your online event, we would be grateful if you could think of a price that is as accessible as possible, and we refer you to the considerations made on this subject above in the context of accessibility to "in person" events.

Time and length

Getting the timing of your event and length right is all about your audience and message. We recommend you keep any virtual event under 1.5 hours.

After your event

A simple way to get more from your event and maintain momentum for sustainable actions and lifestyle is to keep your audience engaged after the event. Think about ways you can follow up with participants such as wrap-up notes, sharing additional thoughts, inviting them to your next event or networking opportunities.

Feedback

Getting feedback from attendees and event hosts is a very important part of the Climate Festival. It helps us to improve year after year. Please capture the number of registrations and people who show up to your event and, if possible, ask for some feedback from the participants.

2 - Ways the Nelson Tasman Climate Forum can help support your event.

As an organisation based on the commitment and passion of our volunteers, we want to encourage involvement at all levels.

However, we are aware that it can sometimes take a long time for an idea to reach fruition as an event or activity. That's why we want to be there alongside you every step of the way if you need it.

More specifically, we can help:

- Logistically: Helping hosts navigate organising venues, ticketing, health and safety, and other things you may need, or by helping organize volunteer support for events, as needed.
- Financially: Supporting the cost of venues and materials.
- For the marketing: your event will be advertised as part of the 2024 Nelson Tasman Climate Festival.

Please, for any need you might have, be on that list or not, reach out, and we'll try to help!

3 - Health and Safety Checklist

Health and Safety Risk Assessments can be overwhelming, and the aim is certainly not to dissuade you from organising an event.

That's why we share with you some **Basic Risk Mitigation principles** and help you identify some of the risks and hazards that may be present at your event.

- Always include a quick safety briefing before the event starts and point out hazards and their control measures.
- Always have a fully stocked first aid kit ready at your events.
- Know where your nearest defibrillator is.
- Identify an evacuation plan and assembly point(s).
- Note how many people are in attendance at your event to prevent overcrowding and to enable an easy headcount in an emergency.

Some of the **risks and hazards that may be present** at your event:

- Risks associated with fire, earthquake, flooding, natural disaster, etc. and an action plan to inform participants what to do.
- Risks associated with weather or environment that might require particular clothing or protective gear: sturdy shoes for rough or slippery terrain, sun hats, raingear, water bottles, etc. (planting sessions,...)
- Risks associated with the type of activity: i.e gloves or boots for working, safe tool use (including keeping safe distances between users), lifting heavy objects, strenuous physical activity.
- Risks to elderly, youth and/or disabled participants: i.e. uneven or difficult terrain, open water, steep edges, heavy lifting, working with tools, etc.
- Risk of COVID spread. Feel free to wear a mask and only attend if you are well.

Template for a Health and Safety Plan: for each identified risk or hazard, please:

- Give a brief description of it.
- Briefly outline the potential harm the identified risk or hazard could cause to participants.
- What control measures you will implement to minimise, eliminate or isolate the risk?

Nelson City Council and Tasman District Councils also provide some useful Health and Safety checklists:

[Planning your Event H&S checklist NCC](#) - [Planning your Event H&S checklist TDC](#)

For Police, Fire or Ambulance, dial 111

We thank you a lot for considering sharing your event with us, and hope to be in touch soon!

The Nelson Tasman Climate Forum team