



HOW TO USE THE MATERIALS IN THE TOOLKIT

GUIDELINES

These materials are intended to allow you to measure and report on the materials at your event so you can discover:

- a) What materials are present
- b) Which materials can be substituted for more sustainable alternatives that can be reused, recycled or remade.

In order to do this we have prepared the following:

- a) This instruction page which shows you how to use the materials provided.
- b) A recording on how to carry out an audit.
- c) Examples of social media so you can share what you learnt with your community.
- d) An email template to suppliers so you can discover what materials the items that will be procured for the event are made of and if they can be provided in a more sustainable material.
- e) An email template to the procurement department so you can discover if they can procure the items in a more sustainable material.
- f) An email template to the venue so you can discover how materials will be disposed of post-event and obtain waste measurements.
- g) An email template to the waste disposal company so you can discover how different materials are disposed of post-event.
- h) A spreadsheet to measure and report on the materials being procured.
- i) A spreadsheet to measure and report on the materials being used during the event.
- j) A spreadsheet to measure and report on how the materials are being disposed of.

Once your audit is complete, please send the spreadsheets back to use at info@positive-impact-events.com if you are willing to. We will confidentially keep your data and will not share it with third parties.