

## Go Green Week Checklist

**DAY:**

PRE-EVENT/ACTIVITY - OVERVIEW		DETAILS (i.e. booked with/by)			
Identify chosen event / activity		Baking Contest – Great Worcester Bake Off			
Brain storm, refine and describe how final event should look		Put tables together in the student union – chairs for 4 judges who will have scorecards A table for cakes and prizes set up for first, second and third. Entries from both student and staff.			
Make a clear statement how the event / activity relates to sustainability		The activity makes people think about the ingredients and its food miles as well as energy consumption. Also about highlighting the importance of Fairtrade produce and how healthy foods are.			
Establish event / activity aims, objectives, targets & measures		Aim to make both staff and students aware of the wider importance and sustainability of the foods they use and consume. The objective is to get 10 or more participants.			
Identify people involved in planning phase		Hebe , Adam and Chloe			
Identify people involved in delivery phase		Judges will be Adam , Chloe , one of sustainability lecturers and a student union representative			
Identify target audience		Students and Staff			
Identify any risks or permissions required (e.g. will you need training, Personal Protective Equipment, permit or risk assessment)		Permission required to hold the event in the student union Allergen sheets completed by participants to avoid problems with staff and judges having allergic reactions			
Identify potential financial costs (is this feasible, can we afford it? Are we giving a prize? Can we get sponsorship?)		Free entry for participants Prizes - £10 voucher for first place, snacks for second and third			
Identify potential financial profits		Free entry			
Identify suitable venues(s) / location(s) Do you need to book/get permission to use?		Student Union – need permission			
Identify suitable time(s)		Afternoon – will also announce raffle winner after announcing the baking contest winners			
Establish marketing / publicity / staff and student engagement strategy		Mascot for the day – will promote events and highlight the importance of sustainability to students and staff. Posters and flyers promoting the event. Use of social media.			
Identify measures to quantify success/impact		Number of entrants / feedback forms			
PRE-EVENT/ACTIVITY - ACTIONS		DETAILS (i.e. booked with/by)		Person Responsible	Must be done by:
Booking /Pre-event paperwork					
Select, book and confirm relevant contacts		Book student union , talk to prospective judges		Hebe Adams	4 <sup>th</sup> Jan
Select, book and confirm venues / locations		Book student union		Hebe Adams	4 <sup>th</sup> Jan

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Complete risk assessment or required paperwork	Allergen sheets from all participants	Chloe Munro	On the day
Select, book and, if appropriate, arrange collection of necessary equipment (e.g. tables, chairs, cameras,)	Tables and chairs already in the student union Borrow a camera to film the event and take photos	Adam Keeble	On the day
Complete costing overview, agree budget with line manager and complete necessary paperwork. Remember to organise a float if selling items.	Consider the possible numbers entering Budget for printing judge score cards and posters promoting the event	Hebe Adams	On the day
Recruit volunteers / helpers for day	Competition participants – cut off point for entries	Victoria Jane Teece	On the day
Arrangement of guest parking permits	None required		
Publicity (in line with agreed strategy)			
Design publicity materials e.g. posters, flyers etc.	Design flyers and posters – then print them	Adam Keeble	20 <sup>th</sup> Jan
Arrange printing of publicity materials	Print them off in peirson centre	Adam Keeble	20 <sup>th</sup> Jan
Create, contact and confirm guest list (if appropriate)	Confirm judges and possibly participants	Hebe Adams	5 <sup>th</sup> Feb
Confirm arrangements with volunteers/participants	Confirm extent of interest to give an idea of participant numbers	Hebe Adams	5 <sup>th</sup> Feb
Allocate tasks for the event			
Collection of necessary equipment	Just need to move around tables and chairs / collect camera in morning Table , table cloths and labels – also knife and napkins for tasting	James Isherwood and Tom Beattie	On the day
Greeting contacts at reception	Not required – but will welcome judges at start of competition	Adam Keeble	On the day
Photographer/Press/Video  Agree who will shoot video footage and take stills for assessment	Will put camera on table during event – get group member to take photos at the end of the event perhaps	Chloe Munro	On the day
Collection of impact / success indicators	Number of participants and extent of knowledge shown about ingredients	Adam Keeble	On the day
Arrangements for cash after event	No cash profit from this event		
<b>POST-EVENT/ACTIVITY - ACTIONS</b>	<b>DETAILS (i.e. booked with/by)</b>	<b>Person Responsible</b>	<b>Must be done by:</b>
Post Event paperwork			
Complete any statutory paperwork required	Collect allergen sheets	Chloe Munro	On the day
Remove any poster/publicity materials from the campus.	Remove these materials in the evening or morning after	Victoria Jane Teece	On the day

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Complete thank yous	Thank judges and participants	<i>Adam Keeble</i>	<i>On the day</i>
Complete any financial requirements	No requirements in this case		
Write up summary of event	Create summary with photos and achievements of the event – shared with other teams	<i>Hebe Adams</i>	<i>After event</i>
Video footage	Edit and upload footage and photos	<i>Chloe Munro</i>	<i>On the day</i>