# A blue cover with white text  Description automatically generated

# Vendor Assessment Template

Use this template to help keep track of the waste produced and managed by vendors and key GHG emissions before, during and after your event.

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| **Vendor Assessment**  |
| Vendor Name:  |  |
| Key Contact: |  |
| Description of saleable items or giveaways:e.g. food/drinks, merchandise items |  |
| Types of waste generated by vendor: |  |
| Key GHG emission sources |  |
| **BEFORE EVENT** | **YES**  | **NO** | **COMMENT** |
| Does the vendor understand your event objectives and targets?  |  |  |  |
| Does the vendor understand your waste and reuse infrastructure systems? |  |  |  |
| Has the vendor outlined how they plan to meet event waste minimisation goals?  |  |  |  |
| Has the vendor outlined how they plan to meet your event emission reduction goals?  |  |  |  |
| **DURING EVENT** | **YES**  | **NO** | **COMMENT** |
| Does the vendors packaging and/or serveware meet event requirements? |  |  |  |
| Does the vendor have an appropriate in-stall sorting system for the waste produced? |  |  |  |
| Is the vendor incentivising or promoting reusables?  |  |  |  |
| **THE END OF EVENT** | **YES**  | **NO** | **COMMENT** |
| Is the vendors booth/stall free from waste and litter?  |  |  |  |
| Has the vendor provided any required feedback on the waste and reuse initiatives? |  |  |  |
| Has the vendor provided any feedback on the GHG reduction initiatives? |  |  |  |
| Any additional feedback:  |  |