# 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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: |  | | |