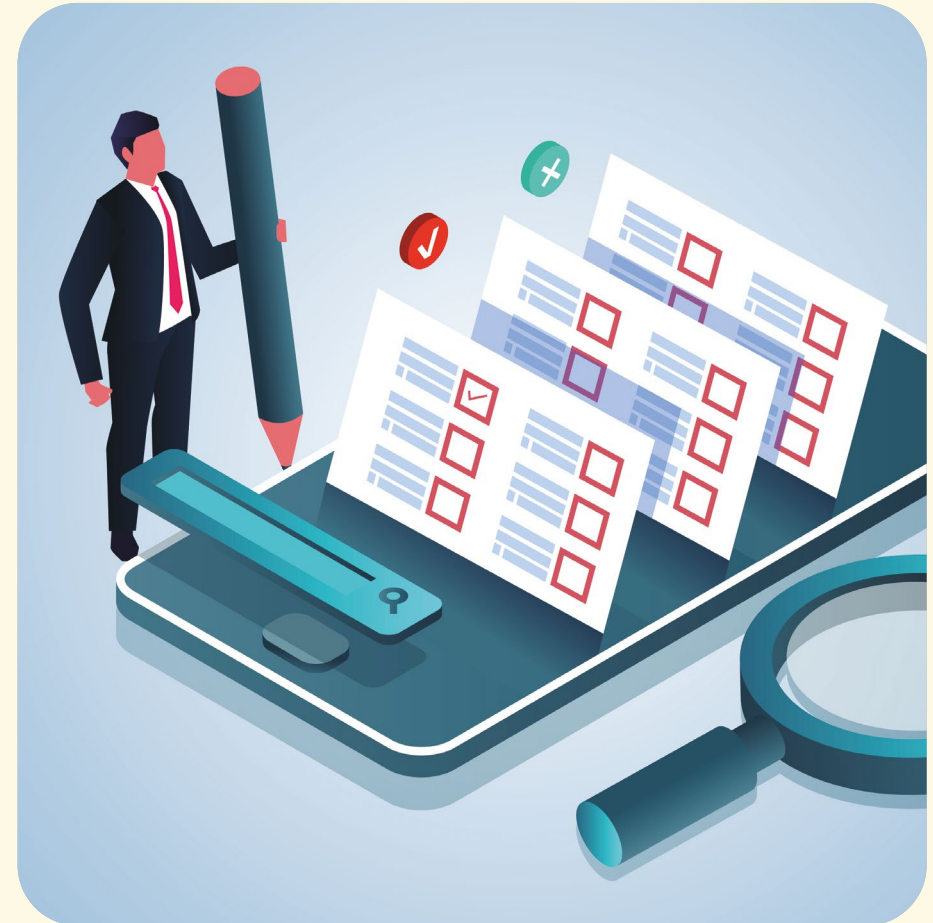## Step 6   Evaluating Circularity in the Event

This template suggests a method to assess an event's resource circularity. Collecting information per material type and function space, you can use it at the planning and evaluation phases (i.e. pre-event and post-event). The Pre-event Section suggests some practical measures that can be taken by the event organiser to start examining the situation. You can also refer to them as you begin to consider and prepare for a circularity-minded event. The Post-event Section requests the organiser to link the relevant data to the measures taken to gauge the effectiveness. Through this exercise, event organiser may discover gaps that can be further filled when hosting another event.

As an organiser, stocktaking the event material use and checking with the event stakeholders on how the materials are handled after the show finishes will help monitor the resource circularity performance in this event and improve that in the future. While taking the lead to compile the information, exhibitors, sponsors, venue providers and other relevant parties' inputs are essential to complete the template.

The "Material Type" consists of objects that are commonly found in events. You are free to include other resources into the form to make the evaluation more comprehensive for your event. Essentially, resource circularity can be enhanced in an event from the onset by using fewer materials, applying non-virgin resources, and avoiding waste disposal at the end of the event.

Event Name	*[Name]*
Function Space / Booth	*[e.g. event reception area, refreshment counter, networking lounge, Exhibitor X's booth etc.]*
Material Type *[One material type per form]*	*[e.g. paper / cardboard / foamboard / carpet / furniture / wooden structure / metal structure / electronics / plastic / glass / souvenir / participant badge / event booklet / food / dinnerware / fabric]*
Measurement Unit	*[e.g. kilogram / tonne / piece]*

Pre-event Section	
Date of Pre-event Assessment	*[Date]*
Assessor	*[Name]*
Is this material absolutely needed in the event?	*Yes / No*
How many of this material will be used in the event?	*[Data]*
Will this material be used only in this event?	*Yes / No*
Is the material reused from previous events?	*Yes / No*
Is the material made with repurposed material?	*Yes / No*
Is the material made with recycled material?	*Yes / No*
How are you planning to handle the material after the event?	*Disposal / Energy recovery / Recycle / Donation / Repurpose / Reuse*

Post-event Section	
Date of Post-event Assessment	*[Date]*
Assessor	*[Name]*
In hindsight, is this material absolutely needed in the event?	*Yes / No*
How many of this material remains after the event?	*[Data]*
How many of this material is disposed of to landfill?	*[Data]*
How many of this material is sent for energy recovery?	*[Data]*
How many of this material is recycled?	*[Data]*
How many of this material is donated?	*[Data]*
How many of this material is repurposed?	*[Data]*
How many of this material is returned to the storage?	*[Data]*
How many of this material will be reused in future events?	*[Data]*

Next Steps

The information collected can serve as baseline data for you as the event organiser to communicate with the corresponding stakeholders on the event's overall resource circularity performance. It forms the basis for you to further engage them to better plan for a circularity-minded event and improve the performance in the future. For example, if majority of the resources would be sent to the landfill, you can think about other possible avenues with the 9R framework to extend the life of the resources. This can in turn help you determine the targets and actions for the subsequent events.

The 9R framework can be applied practically if you can identify the appropriate upstream and downstream partners to make use of the corresponding resources. You are recommended to look out for any solution providers or refer to the Supplier Lists under **Useful Resources in the Appendix**.