



MEMORANDUM OF UNDERSTANDING

Between

Environment, Planning and Sustainable Development Directorate (EPSDD), Sustainability Programs
and

(Insert event name)

Our aim is to assist your event in managing your waste in the most efficient and effective manner. We have created a public event program to ensure that we are able to provide a comprehensive waste management guide to event organisers, in an easy to implement and an easy to follow structure.

As part of this program, we will commit to assisting your organisation as outlined below. We also ask that you assist us with recording and reporting, which will allow us to evaluate our program and to work out ways we can further assist public events such as yourself.

Please read through the commitments below and fill out your details prior to returning this form to our office.

Sustainability and Government

- Your event will receive support through an initial meeting with us to have the process explained, as well as ongoing assistance where required.
- The Public Event team will analyse your existing waste procedures and help you identify areas to improve.
- We will provide the "Best Practice Actsmart *Public Event* Guide" and resources for you to work through, which takes you step-by-step through the implementation and evaluation stage.
- We will assist you to educate your staff/vendors in the correct use of the new waste management program, signage and bin covers.

Signing Public Event

- Establish a management team to implement the program.
- Provide data to the Actsmart Public Event team on volumes of waste and recycling at the conclusion of the event.
- Adopt the Best Practice Guide.
- Allow your information to be shared with other events who are also implementing the guide.
- You will comply with the Actsmart Public Event Logo Usage guidelines attached.

Name of event _____

Date/Dates of event _____

Location of event _____

Contact Person & Position _____

Telephone _____ Fax _____ Mobile _____

Email _____ Expected no. of patrons _____

I, _____ (name) am authorised to commit to this program and the above.

Signature _____ Date _____

Where did you see/hear about the program? TV ☐ Newspaper ☐ Magazine ☐

Referred by someone ☐ Other ☐ (please detail) _____

What has attracted you to the program? Need for recycling ☐ Promotion of businesses involved ☐

Environmental benefits ☐ Other ☐ (please detail) _____



Actsmart Public Event Logo Usage Guidelines

By signing the Actsmart Public Event Memorandum of Understanding, an event will be provided the official Actsmart Public Event logo and artwork. The logo is to be used to demonstrate and promote your event's commitment to reducing the amount of waste going to landfill. It also advertises that your event is working towards a green event.

This guideline is provided to ensure consistent use across events to ensure consistent application of the logo on all advertising, print, online, signage and promotional items. The logo elements must never be altered in any way.

Minimum Size

To maintain optimum clarity in reproducing the Actsmart Public Event logo at a small size the minimum of size of the logo is 60mm wide. The logo must always be resized proportionally to a minimum of this width.

Qualities

The logo has been custom typeset and spaced and must never be redrawn.

Colour

The logo appears in three colours, green (PMS 382) yellow (PMS 101) and black. The green and yellow are to be matched using the PANTONE® Matching System (PMS) as a colour reference.

The three colour version of the logo must always be used. If it is not possible or appropriate to use the colour version, then the logo may appear exclusively in Process Black.

Eligibility

To be eligible to use the logo, your event must have signed a Actsmart Public Event MOU and have met with the Actsmart Public Event team. Your event is not eligible to use the logo in any form, for future events unless written permission has been sort from the Actsmart Public Event team.

Approved uses for the logo

- Official signage within the event
- Vendor signage
- Website
- Marketing material such as advertising flyers and advertisements
- Official Event Program

Prior permission for any other uses of the logo must be obtained by contacting the Actsmart Public Event team - actsmart@act.gov.au or **6207 5118**.

☐ The event organisers are willing to have the event name listed on the EPD website to promote Actsmart Public Event status throughout Canberra.

☐ The event organisers are also willing for the event to be included in Canberra-wide advertising aimed at recognising public events that have achieved a reduction in their waste to landfill (for example through newspaper advertising).

☐ The event organiser agrees to the use of the logo as detailed in the following Terms and Conditions.

Terms and Conditions of Actsmart Public Event logo use

The event acknowledges that the Actsmart Public Event logo is the property of EPD and that EPD may withdraw its use at any time.

The event organiser agrees to use the logo only for the time leading up to and including the event itself.

When the event is no longer entitled to use the logo, the organiser must withdraw any publicly available promotional or other materials displaying the logo.

The event organiser agrees to use the logo in accordance with the Actsmart Public Event Logo Usage Guidelines.

Signature: _____ Name: _____

Return to: Sustainability Programs P 6207 5118 | F 6207 2244 | E Actsmart@act.gov.au