We encourage you to incorporate this comprehensive checklist in conjunction with our *Guidelines for Sustainable Event Planning* as part of your pre-event preparation. This will give you valuable insights into the specific data requirements essential to accurately calculate the environmental footprint of your upcoming event.

For those retrospectively assessing the carbon footprint of their events, this checklist provides equally beneficial. You can integrate it seamlessly during the data collection phase for the utilisation of the event calculator, streamlining and enhancing the efficiency of your calculation process.

Note: The **base data** is the **only necessary** data we need from you. In principle, the event calculator can approximate the rest of the inputs based on its own databases and empirical values. Nevertheless, the more information you provide us with, the more accurate our CO2 calculation and thus your report will be.

You should collect the following activity data to optimise accuracy of your emission calculation:

STEP	#	REQUIRED INPUT	
BASIE DATA	01	Number of participants	
	02	Duration in days (optional: specific date)	
	03	Overall catchment area (of your participants) • Local (up to 20km) • Regional (up to 100km) • National (up to 500km) • International (up to 1000km) • Intercontinental (up to 6500km)	
ARRIVAL & DEPARTURE	04	Proportion/Number of Participants based on catchment areas	
	05	Proportion/Number of participants based on transportation means and travel class or fuel type (for each catchment area) • Plane (economy, business, first) • Train (regional, long-distance) • Car (petrol, diesel, hybrid, electric) • Coach • Taxi • Local public transport • Bicycle/On foot	
OVERNIGHT STAY	06	Hotel class	
	07	Number of nights	
	08	Number/proportion of accommodated people	
CATERING	09	Number of participants catered to	*or* Number of meals
	10	Number of meals per day	in total
	11	Types of diet (meat-based, pescetarian vegetarian, vegan)	
	12	Types of beverages (water, coffee, juice/lemonade, beer, wine)	
VENUE	13	Event area	
	14	Building age	
	15	Electrical power type (conventional or type of renewable energy)	
	16	Electricity consumption	
	17	Type of heating system (heat pump, gas, oil, district heating)	
	18	Heat consumption	
	19	water consumption	
	20	Waste generation	
TRANSPORT OF GOODS	21	Distance of transport of goods (one way)	
	22	Weight of cargo	
	23	Mode of transport of goods (truck, train, ship)	

Um Sie bei der Erfassung der notwendigen Informationen zur Berechnung der Emissionen Ihrer Veranstaltung zu unterstützen, finden Sie folgend Hinweise zu den einzelnen Datenpunkten und Methoden der Datenerfassung während der Planung und Durchführung Ihrer Veranstaltung.

	#	INPUT	TIPS
BASE DATA	01	Number of participants	In most cases, you will have a good overview of the size of your event. If you need detailed information, you can obtain this from registration databases or ticket sales, for example. Alternatively, you can make estimates based on previous events.
	02	Duration in days (optional: specific date)	You have this information in any case.
	03	Overall catchment area (of your participants) • Local (20km) • Regional (100km) • National (500km) • International (1000km) • Intercontinental (6500km) • Customised	To determine the catchment area of participants at an event, you can collect data from various sources, which can be refined in the following step. You can find more tips on this on the next page In this first step, simply give your best estimate of where your event's target group is mainly travelling from.

#	INPUT	TIPS
04	Proportion/Number of participants based on catchment areas: • Local (20km) • Regional (100km) • National (500km) • International (1000km) • Intercontinental (6500km) • *or* Customized catchment area (x km)	To determine the catchment area of participants of an event, you can gather data from various sources: 1. Registration data: Ask your participants to provide their residential or business address during registration 2. Ticket sale data 3. Survey and feedback: Conduct surveys or collect feedback after the event 4. Partner organizations: If your event involves collaborations with other organizations or sponsors, they may have data on their audience demographics If you do not have precise details, do not worry! Enter your best estimates.
05	Proportion/Number of participants based on transportation means (for each catchment area • Train • Car • Public Transport • Taxi • Coach • Bicylce/on Foot	To gather information about the means of transportation used event participants, you can utilize several methods: 1. Participants survey: Include question about transportation in post-event surveys. Ask your participants how they travelled to and from the event. 2. Expense reimbursement forms: If participants are eligible for transportation-related reimbursement, review the details provided in their expense reimbursement forms. 3. Communication with travel coordinators: If there are travel coordinators or administrators responsible for managing event-related logistics, consult with them. They may have insights into transportation choices based on participant requests for reimbursement.

ARRIVAL & DEPARTURE

#	INPUT	TIPS
06	Hotel Class • 5-Star Hotels • 4-Star Hotels • 3-Star Hotels • 2-Star Hotels • 1-Star Hotels	To gather information about your guests' overnight stays an accommodation preference for an event, considering the following methods: 1. Hotel reservation and booking data 2. Event registration form: Include questions about accommodation preference and overnight stays in your event registration forms 3. Accommodation partnerships: If your event has partnerships with specific hotels or accommodation providers, collaborate with them to gather data on the number of reservations and the duration of stays associated with your event. 4. Rooming lists from event organizers: If the event involves coordinated rooming for groups or specific arrangements, work with the event organizers to obtain rooming lists. 5. Post-event survey: Include questions about overnight stays in post-event surveys.
07	Number of nights	If you do not have precise information about the accommodation of your participants, you can also use estimates. For instance, you can assume conservatively that your local participants are mostly likely to stay in their own residence rather than staying in hotels. Alternatively, you can use our prefilled estimation.
08	Number/proportion of accommodated people	

OVERNIGHT STAY

	#	INPUT		TIPS
CATERING	09	Number of participants catered to (food & beverages)	*or* Number of meals/ beverages in total	To gather catering information for your event, you can employ several strategies to ensure you have a comprehensive overview of the food and beverage aspects. Here are some methods:
	10	Number of meals/ beverages per day		1. Catering contracts and agreements or invoices: Review contracts with or invoices from caterers. These documents typically include details about the type and quantity of food beverage selections and services provided.
	11	Types of diets • Meat • Pescetarian • Vegetarian • Vegan		2. Participants survey: Include questions about catering preference in post-event surveys. 3. Communication with catering staff: Communicate directly with catering staff or mangers. They may have detailed records of the food and beverage served.
	12	Types of beverages • Water • Coffee • Juice/Lemonade • Beer • Wine		4. Vendor reports: Request post-event reports from catering vendors. These reports may include details on the quantities of each menu item served, any special dietary considerations, and overall consumption patterns. 5. Feedback from dietary request: If participants submitted dietary requests or preference, you can review this information and give your best estimates By combining information from these various sources, you can build a comprehensive understanding of the catering aspects of your event.

#	INPUT		TIPS
13	Event area (m^2)		To gather information about the venue, including details about its area, building characteristics, and resource consumption, you can employ the following strategies:
14	Buildings age • Unknown • Before 1978 • 1979-1983 • 184-1994 • 1995-2001 • 2002 or later		1. Get in touch with your venue provider: Contact the venue's management or facilities team. They can provide detailed information about the venue's physical characteristics, such as total area, building age, and heating system. Inquire about the type of heating (heat pump, gas, oil or district heating) and any recent upgrade or renovations.
15	Electrical power type (to select from) • Unknown • Conventional • Renewable o Wind onshore o Wind offshore o Photovoltaic o hydropower o Bio (gas & mass)		2. Energy and utility bills: Request energy and utility bills from the venue. These bills can provide data on electricity, heat and water consumption. You can also check if the venue has implemented smart building system or energy management systems, these technologies can provide real-time and historical data on energy consumption, heating and cooling systems.
16	Electricity consumption (kWh)		
17	Heating System (to select from) • unknown • Heat Pump • Gas Heating • Oil Heating • District Heating		3. Waste management and water usage records: Contact the venue to obtain records of waste and water consumption
18	Heat consumption (kWh)		4. Collaboration with sustainability consultants: If the venue has collaborated with sustainability consultants, reach out to then for information on the venue's environmental performance and any initiatives undertaken to reduce resources consumption.
19	Water consumption (kWh)		
20	Waste production (kg)		

VENUE

TRANSPORT OF GOODS

#	INPUT	TIPS
21	Distance of transport of goods (one way)	To gather information about the transportation of goods and equipment for your event, consider the following approaches:
22	Weight of cargo	1. Vendor and supplier communication: Reach out to your vendors and suppliers responsible for transporting goods. Request detailed information on the quantity of items transported, the mode of transportation used, and eco-friendly practices implemented during transport.
23	Mode of transport of goods • Truck • Train • Ship	2. Shipping and logistics records: Review shipping and logistics records associated with the transportation of goods and equipment. This may include invoices, receipts, and documentation from logistics service providers and shipping companies detailing the type and quantity of items transported. 3. Equipment rental agreements: If you've rented technical equipment or other items, refer to the rental agreements. These agreements often specify the quantity of equipment rented, as well as details about transportation. 4. Post-event evaluation: Conduct post-event evaluations with suppliers and logistics service providers