

ROADMAP: SUSTAINABILITY EVENT CHECKLIST



1. BIDDING PHASE

Stage 1.1
Bidding: submit all required sustainability documents

Stage 1.2
Event awarded: WR Sustainability team follow-up call with OC regarding submitted sustainability documents

Stage 2.1
Follow-up calls as needed with OC Sustainability officer and WR Sustainability team

Stage 2.2
Weekly calls with one month to go till the event with OC Sustainability officer and WR Sustainability team

2. PLANNING PHASE

Stage 3.1
WR Sustainability team to support OC sustainability officer during the event

Stage 3.2
WR Sustainability team to assist with any planned webinar, conferences and WWF activation at the event

3. DELIVERY PHASE



Stage 4.1
De-brief call with OC Sustainability officer and WR Sustainability team

Stage 4.2
WR Sustainability team to assist OC Sustainability officer with any question related to completing the Sustainability report

Stage 4.3
OC Sustainability officer to submit Sustainability report to WR

Stage 4.5
Follow-up call (if needed) regarding any queries related to Sustainability Report

4. POST EVENT

