

PROGRAM CHECKLIST

Use this checklist to keep track of your progress.
Tick off each item once you've completed it.

PLANNING

- ☐ Start your Program Plan
- ☐ Form a team and hold a planning workshop
- ☐ Assign 'Reuse Champions'
- ☐ Set your budget & timeline
- ☐ Complete your Program Plan
- ☐ Get approvals
- ☐ Monitor & adapt

DATA COLLECTION

- ☐ Decide on data collection methods
- ☐ Prepare & schedule waste audits
- ☐ Prepare & schedule observational surveys
- ☐ Prepare & schedule employee surveys
- ☐ Implement data collection schedule

CUP/CONTAINER LOGISTICS

- ☐ Choose your preferred reusable system
- ☐ Implement your chosen reusable system
- ☐ Assign oversight responsibility to relevant staff

CAFE ENGAGEMENT

- ☐ Create a list/database of local cafes
- ☐ Connect with local cafes
- ☐ Record information & note changes
- ☐ Decide on cafe participation (optional)
- ☐ Engage cafes for further participation (optional)
- ☐ Continued liaison with participating cafes (optional)

BEHAVIOUR CHANGE

- ☐ Review employee survey results
- ☐ Select your program initiatives
- ☐ Check your budget & timeframe
- ☐ Create your communications strategy
- ☐ Create your communications

PROMOTION

- ☐ Work with your communications team on options
- ☐ Create a promotion strategy
- ☐ Get the necessary approvals
- ☐ Create materials & start promoting!