**Budget Considerations Checker**

This document helps your project team set aside funds for your reusable workplace initiatives. While costs vary by region and supplier, this guide provides a starting point to estimate expenses.

**How to use this checklist:**

1. Identify the initiative you want to implement.
2. Tick the box for your preferred approach, edit as necessary.
3. Research costs and add them into your Program Plan budget

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| **Initiative** | **Most affordable options** | **Higher end options** |
| Art Installation | Develop in-house with staff and repurposed materials | Commission fee for local artist to develop artwork |
| Awards (staff recognition) | Rewards sourced from second-hand shops | Brand new rewards, such as reusable cups, containers and cutlery. |
| Carry trays for drink runs | Reuse cardboard trays and/or boxes (ask staff to bring in from home) | Reusable carry trays |
| Decals (floor or wall) | One large floor decal for lobby area  Self-installation | Multiple small, medium or large floor decals for lobby area  Professional installation |
| Gift reusable items | Non-branded plastic reusable cups | Company branded stainless steel/glass reusable cups |
| In-office coffee machine |  | Coffee machine with removable portafilter for office kitchen (*no pod machines)* |
| Mug library | Selection of used mugs from op shops  Secondhand basket and/or trolley for storing cups | Reusable travel mugs with lids  Silicone lids for ceramic cups  New basket and/or trolley for storing cups |
| Newsletters & memos | Designed and created in-house | Designed and created external contract |
| Photos championing reuse | Professional photography | Staff taking own photos with phones |
| Plastic-free pledges | Online pledge platform and promotion | Physical printed pledges |
| Posters (digital) | Self-design digital materials | Professionally-design digital materials |
| Posters (physical) | Self-design and print posters | Professionally-design and print posters |
| Promotional videos | Self-film and edit | Pay for professional filming and editing |
| Reusable cup competition | No prize  Low budget or donated prize | More expensive prize options |
| SodaStream or sparkling water tap | Tabletop SodaStream in workplace kitchen | Sparkling water tap plumbed into workplace kitchens |
| Staff discount for reusables at local cafe | Capped amount to cover staff discounts to a particular value | Monthly refund of discounts to the cafe |
| Volunteer clean-up day | Join existing event and purchase minimal equipment | Plan new event and purchase all equipment |