CoreRated.

Starter Pack

Getting started with planning, evidence, and submission

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What's included

- Overview of how CoreRated evidence submission works
- 60-minute kick-off checklist to set up roles, folders, and links
- Evidence Pack Setup guidance (folder structure and file naming)
- Evidence Index rules (how to log evidence and share accessible links)
- Quick-start credits summary and stakeholder copy/paste request template
- Submission and verification checklist, plus post-event closeout checklist

Key points

- Phase 1 output: Recognition Certificate (badge and report planned for later phases).
- Evidence is submitted as links to shared external folders/files.
- Set up your evidence pack before you start collecting documents and photos.

Overview

CoreRated helps event organisers plan, deliver, and evidence credible sustainability actions through a structured credit system verified after the event.

What CoreRated is

CoreRated is a practical framework for event sustainability. It translates established good practice into clear credits that can be suggested (in scope), selected (committed), completed (evidenced), and verified, producing a transparent outcome for a named event edition.

How it works

- Complete the questionnaire to receive suggested in-scope credits for your event edition.
- Select the credits you will deliver. Selected credits form the assessed set (the scoring denominator).
- Plan delivery and collect evidence across the event lifecycle (pre-event and post-event where required).
- Submit evidence links for review. Reviewers may request clarifications where evidence is incomplete or unclear.
- Following verification, CoreRated confirms the outcome and issues the Recognition Certificate where the threshold is met (Phase 1).

Scoring and recognition

Score is calculated as: verified achieved credits divided by total selected credits, multiplied by 100. Each credit scores 1 (achieved) or 0 (not achieved). Scores are not rounded.

- Platinum: 75% or higher of selected credits achieved
- Gold: 50% to less than 75% of selected credits achieved.
- Silver: 25% to less than 50% of selected credits achieved
- No recognition level: less than 25% (no certificate issued)

Key rules (important)

- Selected credits lock at the event build start date to prevent changes to the scoring denominator after delivery begins.
- Once submitted, credits, statuses, and evidence links are locked during verification. Only evidence from the named event edition counts.
- Evidence is submitted as links to shared external folders/files. Apply the Evidence Link Access Rules in the Evidence Index section.

What to prepare before you start

- Assign a sustainability lead and confirm owners for each impact area (production, venue/FM, waste, F&B, logistics, comms, ticketing).
- Set up your evidence folder structure and naming rules (see Evidence Pack Setup).
- Identify where key data will come from (venue energy/water data, waste contractor reports, supplier policies, comms screenshots, travel surveys).
- Schedule one pre-event evidence check and one post-event closeout check to reduce gaps.

60-minute kick-off checklist

Objective: in 60 minutes you will have owners agreed, evidence storage set up, and a plan for pre-event and post-event evidence collection.

0-10 minutes: confirm the event edition and boundaries

- Confirm event name, location, and dates (named event edition), including the event build start date.
- Confirm key partners involved (venue/FM, production, waste contractor, F&B, logistics, comms, ticketing).
- Nominate a sustainability lead to coordinate delivery and evidence.

10-20 minutes: assign owners

- Assign owners for each impact area and identify who holds key datasets (meter exports, fuel logs, waste breakdown, procurement records).
- Confirm how suppliers will provide data and evidence (formats, deadlines, contact points).

20-35 minutes: set up the evidence pack

- Create the shared evidence folder structure (see Evidence Pack Setup).
- Confirm your sharing approach will meet the Evidence Link Access Rules (see Evidence Index).

35-50 minutes: scope and plan

- Complete the questionnaire to generate suggested in-scope credits.
- Select credits you intend to deliver and identify what evidence will be needed for each. Record responsibilities for on-site capture (photos, signage, briefings, logs).

50-60 minutes: lock the delivery rhythm

- Schedule a short pre-event evidence check and a post-event closeout session.
- Agree where evidence links will be stored and how the Evidence Index will be maintained.

Event build start date (the first day physical build / load-in starts on site, including supplier access days).

Quick-start credits

These credits are commonly achievable for first-time users and can help you build momentum quickly. The summaries below are a brief starting point only. For full requirements (criteria, scoping, proof and verification expectations), refer to the relevant Credit Requirements document for each credit.

TT1.3 - Promotion of Public Transport (Likely lead: Comms lead)

Pre-event start actions:

Publish attendee travel guidance that defaults to public transport across at least two channels (e.g., website and ticketing/email).

Provide a journey-planner link or curated transit maps from key hubs, including accessible/step-free options and clear last-mile directions.

Typical evidence:

Comms plan or content calendar showing channels, copy and go-live dates.

Screenshots/links of the published pages/emails/ticketing content showing public-transport-first guidance and a journey planner/map.

EE3.4 - Power-Off Protocols During Downtime (Likely lead: Sustainability lead / energy manager)

Pre-event start actions:

Create a written power-off protocol/checklist covering equipment list, priorities, responsible contacts, and justified exceptions.

Embed power-off expectations in technical briefs, onboarding packs, or contract notes for relevant teams/suppliers.

Typical evidence:

Power-off protocol/checklist showing inventory, priorities, responsible contacts, and exception justifications.

Brief/contract/onboarding excerpts showing the power-off requirements were communicated.

WS6.2 - Clear Separation Bins for Multiple Waste Streams Provided (Likely lead: Ops manager / sustainability manager)

Pre-event start actions:

Produce and approve a site plan showing waste station locations and the intended streams.

Confirm with the waste contractor/venue the streams, container types, collection schedule, contamination thresholds, and processing route.

Typical evidence:

Approved plans/maps showing co-located stations and placements at key points (entrances/exits, crew areas, service points).

Contractor/venue confirmation (email/spec) of streams, containers, schedules, thresholds, and processing sites.

EA7.3 - Include Sustainability Messaging in Pre-Event Attendee Communications (Likely lead: Comms lead / digital manager / sustainability lead)

Pre-event start actions:

Integrate clear sustainability messaging into pre-event attendee channels from the earliest touchpoints.

Highlight a short set of attendee actions and link to supporting information (e.g., sustainable travel, refills, waste separation).

Typical evidence:

Screenshots/templates of web, email, ticketing, or app messages with dates visible and working links/CTAs.

Content plan/calendar or internal approvals showing coordination and publication for the event edition.

WT8.4 - Water Conservation Messaging Displayed at Hydration Points (Likely lead: Comms / design lead)

Pre-event start actions:

Design conservation messaging for use at all hydration points (signage or screens).

Create a placement plan or map showing where messaging will appear at each hydration unit.

Typical evidence:

Final artwork files or screenshots of signage/screen assets used at hydration points.

Placement plan/map indicating locations (unit-mounted signage, adjacent banners, or digital screens).

PP5.3 - Use Rechargeable Batteries in All Production Equipment (Likely lead: Technical director / production manager)

Pre-event start actions:

Specify rechargeable batteries for applicable devices in the equipment inventory/technical rider.

Brief suppliers and crew, and confirm charging infrastructure and procedures are in place.

Typical evidence:

Inventory/rider showing rechargeable requirements by device class.

Briefing materials and/or photos showing charging stations and implementation.

MN4.3 - Sustainability Lead Appointed in Production Team (Likely lead: Event director / production manager)

Pre-event start actions:

Appoint a named Sustainability Lead for the event edition and document the reporting line.

Define responsibilities and authority (delivery coordination, supplier oversight, evidence coordination).

Typical evidence:

Org chart/contact list showing the Lead's name, role, and reporting line.

Role description or terms of reference outlining responsibilities and authority.

PP5.5 - Plant-Forward Menus and Lower-Impact Choices (Likely lead: Relevant lead (see credit))

Pre-event start actions:

Set a plant-forward baseline per outlet/period, including at least one high-protein plant main with equal visibility and quality.

Apply choice architecture on menus/boards (placement, defaults, taste-first naming) and any impact info approach where used.

Typical evidence:

Menu baseline pack showing the required plant-forward options and how parity of visibility/quality is achieved.

Annotated menus/boards showing placement rules and any icons/QR methods (if used).

Tip: Use the Action Planner to assign owners and tasks, and log each evidence item in the Evidence Index as you collect it.

Stakeholder briefing note (template)

Use this note to brief internal teams and external partners on what CoreRated evidence may be needed. Tailor the requests by audience to match your selected credits.
For supplier-specific requests and data tables, use the Supplier Data & Evidence Request Templates Pack.

What CoreRated is

CoreRated is an event sustainability assessment and verification process. For selected credits, the organiser submits evidence that demonstrates delivery for the named event edition.

What we need from you

Provide the requested documentation or data outputs, and confirm scope (what it covers and the date range). Evidence can be a report, export, invoice, log, photo set, briefing note, or contract excerpt, as long as it is clear and attributable.

How to share

Share a stable view-only link to the exact file or folder in the organiser's Evidence Pack. Links must meet the Evidence Link Access Rules in the Evidence Index section.

Requests by audience (tailor to selected credits)

Internal core team / project lead

- Assign owners for selected credits and confirm boundaries.
- Maintain the Action Planner and keep the Evidence Index up to date.
- Coordinate collection of post-event reports and closeout outputs.

Comms / marketing / digital / ticketing

- Provide pre-event comms assets and screenshots (web, email, tickets) plus publication dates.
- Share any basic engagement analytics where available (page views, clicks, open rates) or confirm tracking is not available.

Venue / facilities / energy

- Provide relevant policies, schedules, and any available meter/BMS exports or written summaries.
- Confirm what energy data is available and any constraints on access or granularity.

Production / technical suppliers

- Provide equipment specs, inventories, procurement records, and relevant operational protocols (where applicable).
- Confirm implementation details (e.g., what was used onsite and by whom).

Waste and cleaning contractor

- Provide waste plan inputs (streams, station approach, servicing schedule) and any signage specs.
- Provide post-event waste reporting by stream (weights, contamination, notes), plus supporting documents where issued.

F&B / catering / concessions

- Provide menus or outlet lists for the event edition and confirmation of implementation.
- Provide post-event sales mix summary if available, or confirm what data is captured and at what level.

Travel / transport / logistics

- Provide inputs used for attendee/staff travel guidance and any datasets or survey outputs if collected.
- Confirm what travel data is not available so constraints can be recorded transparently.

Exhibitors / vendors / traders

- Provide confirmations of compliance with event policies relevant to selected credits (e.g., packaging, separation, menus).
- Provide any required take-back or closed-loop documentation where applicable.

Sponsors / partners

- Provide confirmations of any policy requirements applied for this event edition.
- Provide relevant statements or contract clauses where they support selected credits.

Ecology / landowner / local authority (if applicable)

- Provide ecological risk assessment inputs, layout constraints, approvals, or monitoring notes where applicable.
- Confirm any requirements and mitigation actions that affect delivery and evidence.

Email templates (copy/paste)

Use the master email below, then paste the relevant audience insert. Keep the request proportional to the credits you have selected.

Subject: Request for event evidence / data – [Event name] ([Event dates])

Hi [Name],

I'm pulling together our event documentation and would appreciate your help providing the items below for [EVENT NAME] ([EVENT DATES]).

What to send:

[INCLUDE RELEVANT AUDIENCE INSERT HERE]

How to share (important)

- Share files via a folder link (preferred) or direct file links.
- Links must open without requiring a personal login or MFA tied to an individual.
- Please ensure links remain accessible for at least 90 days after we receive them.

If possible, please include: source/system name, dates covered, and any notes that help interpret the data (e.g., what's included/excluded).

Thanks in advance,

[Your name]

[Role / team]

Audience inserts

Comms / marketing / digital / ticketing

- Links to the pre-event attendee comms where sustainability messaging appears (website pages, ticketing confirmations, email/SMS templates).
- Screenshots or exports showing the content went live for the event edition (dates visible).
- Basic engagement outputs if available (page views, clicks, open rates), or confirmation that tracking is not available.

Venue / facilities / energy

- Any relevant venue energy controls or schedules used during the event (lighting schedules, BMS screenshots, generator operating plan if applicable).
- Protocol or checklist used to reduce energy during downtime (if applicable), plus confirmation of distribution to area leads.
- Post-event summary or export where available (meter/BMS export, invoice summary, or written confirmation of data availability).

Production / technical suppliers

- Equipment specs or inventories relevant to the selected credits (e.g., rechargeable battery use, equipment efficiency).
- Operational protocols issued to crew (e.g., power-off checklist during downtime).
- Photo evidence of implementation where practical (on-equipment labels, charging stations, checklist sign-off).

Waste and cleaning contractor

- Bin plan or servicing plan inputs provided to the organiser (streams, station locations, signage approach).
- Post-event waste report by stream (weights, contamination, notes on issues), plus any supporting weighbridge/consignment documents where issued.
- Photos of waste stations and signage (if captured) or confirmation that onsite photo capture is not within your scope.

F&B / catering / concessions

- Menus or outlet lists for the event edition, including any plant-forward or lower-impact options where applicable.
- Annotated menus or point-of-choice materials used onsite (menu boards, signage, digital menus).
- Post-event sales mix summary if available, or confirmation of what data is captured and at what level.

Travel / transport / logistics

- Inputs used for attendee or staff travel guidance (routes, public transport information, last-mile services).
- Any datasets from transport partners or surveys (mode share, ridership redemption) if collected.
- Confirmation of what travel data is not available, so constraints can be recorded clearly in the Evidence Index.

Exhibitors / vendors / traders

- Confirmation of compliance with relevant event sustainability policies (packaging, waste separation, menus) for this event edition.
- Any required take-back or closed-loop documentation where applicable (e.g., packaging return scheme evidence).

Sponsors / partners

- Confirmation of any ethical sponsorship or brand policy requirements applied for this event edition.
- Any contract clauses or statements that demonstrate policy alignment, where relevant to selected credits.

Ecology / landowner / local authority (if applicable)

- Ecological risk assessment notes or constraints relevant to event layout and timing, where applicable.
- Approvals, permits, or monitoring notes that confirm requirements and mitigation actions.

Evidence Pack Setup

Set up your evidence pack before you start collecting documents and photos. This reduces verification queries and avoids inaccessible links at submission.

Non-negotiables

Make these true from day one:

- Submissions are link-based: provide URLs to shared folders/files (not raw uploads).
- Use a Pre-Event and Post-Event split for each selected credit.
- Prefix filenames with the credit code and keep names short and consistent.
- Apply the Evidence Link Access Rules in the Evidence Index section.

Folder structure

```
CoreRated_[EventName]_[City]_[YYYY]
  / 00_Admin-and-Context/
    EventEditionDetails/
    ScopeNotes/
  01_Evidence-Index/
    EvidenceIndex.xlsx
  02_Credits/
    TT1_Travel-and-Transport/ (TT1.1 to TT1.7, each with Pre-Event and Post-Event)
    MT2_Materials/ (MT2.1 to MT2.7, each with Pre-Event and Post-Event)
    EE3_Energy-and-Emissions/ (EE3.1 to EE3.10, each with Pre-Event and Post-Event)
    MN4_Management/ (MN4.1 to MN4.5, each with Pre-Event and Post-Event)
    PP5_Production-and-Purchasing/ (PP5.1 to PP5.6, each with Pre-Event and Post-Event)
    WS6_Waste/ (WS6.1 to WS6.11, each with Pre-Event and Post-Event)
    EA7_Education-and-Awareness/ (EA7.1 to EA7.7, each with Pre-Event and Post-Event)
    WT8_Water/ (WT8.1 to WT8.9, each with Pre-Event and Post-Event)
    NB9_Nature-and-Biodiversity/ (NB9.1 to NB9.6, each with Pre-Event and Post-Event)
    OT10_Other/ (OT10.1 to OT10.4, each with Pre-Event and Post-Event)
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File naming (required)

Pattern: [CreditCode]_[DocType-or-Subject]_[Source]_[YYYYMMDD]_v[##]

EE3.5_MeterExport_VenueBMS_20250614_v01.csv

WS6.11_StaffBriefing_AttendanceLog_20250612_v01.pdf

TT1.3_PreEventComms_Screenshot_TicketingPage_20250520_v01.pdf

Evidence Index

The Evidence Index is your master list of every evidence item you intend to submit. It helps reviewers find files quickly and reduces clarification requests.

Table preview

Credit Code	Evidence Link	Filename	Date (YYYYMMDD)	Owner / Source	Notes
TT1.3	https://...	TT1.3_PreEventComms_ Screenshot_ TicketingPage_20250520	20250520	Comms lead	Public transport messaging included in ticketing/FAQs.
WS6.11	https://...	WS6.11_StaffBriefing _AttendanceLog _20250621	20250621	Waste Manager	Briefing log for onsite waste procedures.

How to use

- Use one row per evidence item (a credit can have multiple rows).
- Paste a folder link where possible, so reviewers can see supporting files. Use YYYYMMDD consistently in the Date column and in filenames.
- Notes should explain what the evidence proves, what period it covers, and any boundaries or assumptions.

Evidence Link Access Rules (apply to all evidence links)

Links must open for verifiers without personal logins or MFA tied to individuals.

Links must remain accessible for at least 90 days after submission.

Use stable view-only links to the exact file or folder (avoid expiring links and personal drives).

Before submitting, test each link from an incognito window (or a non-work account) to confirm it opens correctly.

Submission and verification checklist

Use this checklist before submitting. It reduces delays, avoids avoidable clarification requests, and supports a smoother verification process.

Before submission

- Confirm your selected credits are complete and that evidence is filed under the correct credit code folders. Confirm evidence links meet the Evidence Link Access Rules (see Evidence Index).
- Confirm screenshots and exports show source and date. Where calculations or emission factors are used, record the factor library name, version, and scope.
- Complete and save the Evidence Index.

What happens after you submit

- Your submission is locked for review (credits, statuses, and evidence links).
- Reviewers verify which credits are achieved based on the submitted evidence and may request clarifications where evidence is incomplete or unclear.
- Verification time can vary depending on event complexity and evidence quality.
- Following verification, CoreRated confirms the outcome for the named event edition and issues the Recognition Certificate where the required threshold is met (Phase 1).

Common avoidable issues

- Evidence is not event-edition specific (wrong dates, wrong site, or generic materials without context).
- Evidence links do not meet the Evidence Link Access Rules (e.g., access requests required, links expire before review completes, or files moved after submission).
- Evidence lacks key context (no dates, no source, unclear quantities, or redactions remove essential information).
- Pre-event evidence is provided but post-event evidence is missing where required (or vice versa).

Post-event closeout checklist

Use this as a bridge between delivery finishing onsite and your final submission checks. It is milestone-based so it works for any event size.

Gather final evidence from owners and suppliers

- Confirm each selected credit has an owner and that all planned evidence has been captured (reports, exports, invoices, photos, logs).
- Request final post-event outputs that are typically issued after the event (e.g., waste reports, sales mixes, energy summaries, travel datasets).
- Save all files into the Evidence Pack using your naming rules and folder structure.

Quality-check each evidence item

- Check that evidence is event-edition specific, dated, and clearly attributable (who produced it, and what it covers).
- Ensure redactions do not remove essential verification context (dates, quantities, scope, supplier name, location).
- Where evidence needs interpretation, add a short note in the Evidence Index explaining what the reviewer should look for.

Update the Evidence Index

- Ensure each evidence item is logged in the Evidence Index and links to the exact file or folder.
- Populate notes with the minimum metadata: source, date range, location/site, and the specific claim the evidence supports.
- Ensure evidence rows reference the correct credit code(s).

Link access and stability check

- Confirm evidence links meet the Evidence Link Access Rules (see Evidence Index), including testing access from an incognito window.
- Keep the folder structure stable for submission so reviewers see a consistent evidence set.

Resolve gaps before submission

- Chase missing items early and document any unavoidable constraints in the Evidence Index notes.
- If something cannot be evidenced as planned, replace with the strongest available alternative evidence and explain why.
- Re-run your Submission and verification checklist once the Evidence Index is complete.