CoreRated.

Supplier Data and Evidence Request Templates Pack

Use these templates to request consistent, verifiable data and evidence from suppliers. Designed to be forwarded externally.

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Introduction

Use this pack to create supplier email requests and collect consistent, verifiable evidence for a named event edition. This pack is not exhaustive – always review the relevant Credit Requirements and add any additional requests needed for the credits selected for your event.

Evidence Link Access Rules

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.

How to use these templates

1. Select the supplier category template(s) you need and copy the email text into your email client.
2. Replace placeholders in square brackets, for example [Event name], [Event dates], [Due date], and [Evidence folder link].
3. Provide one evidence folder link per supplier category, or a single top-level folder with clearly named subfolders.
4. Ask suppliers to share evidence via a folder link (preferred) or direct file links. Apply the Evidence Link Access Rules above.
5. After receiving supplier evidence, file it into your CoreRated evidence pack and update your Evidence Index.

Additional requirements (apply to every supplier request)

- Evidence must be clearly attributable, dated, and specific to the named event edition.
- If an item cannot be provided, ask the supplier to confirm the limitation and share the best available alternative.
- Redactions are acceptable where necessary and must not remove essential context (dates, quantities, supplier name, or location).

Venue and Facilities Management (Energy and Water)

Use this template to request venue energy and water data, renewables evidence, and building management outputs relevant to the named event edition.

Subject: Venue energy and water data request – [Event name] ([Event dates]) – by [Due date]

Dear [Venue contact name],

Please provide the venue energy and water data and supporting evidence listed below for [Event name] taking place at [Venue name] on [Event dates].

Please share files via this folder link [Insert shared evidence folder link] (preferred) or direct file links: Please keep this link accessible until [Insert date (at least 90 days after the planned submission date)] and ensure it opens without a personal login or MFA tied to an individual.

Requested data and evidence are listed below. Please provide by: [Due date].
This list covers common requests – please also share any additional data/evidence you hold that is relevant to this event edition, and let us know if anything requested is not available.

Regards,
[Name]
[Role], [Organisation]

Data and evidence checklist

Item requested	Acceptable evidence format	Coverage period	Notes
Electricity consumption data (kWh) for event period	Meter export (CSV/XLSX), BMS export, or dated meter readings	Build, event open, and break (specify time window)	If possible, split by area or meter ID
Gas consumption data (kWh) for event period (if applicable)	Meter export (CSV/XLSX) or supplier/venue report	Same window as electricity	If no gas on site, provide confirmation
Submeter data (if available)	Submeter export or BMS report	Same window as above	Include mapping of submeter to area / loads
Renewable electricity evidence	Tariff confirmation, supplier statement, documentation where available	Covers event period	If using renewables plus residual mix, specify approach
HVAC and lighting operational controls (where relevant)	BMS screenshots / exports showing setpoints, schedules, or controls used	Event period	Include date and system source on screenshots / exports
Water consumption data for event period (if available)	Water meter readings or facility report	Build, event open, and break	If not available, confirm limitation and any estimates used
Scope and boundaries note	Short note (email is acceptable)	N/A	Confirm what the organiser controls vs venue-controlled systems

Temporary Power and Generator Provider

Use this template where temporary power, generators, hybrid systems, or battery storage are used.

Subject: Temporary power / generator data request – [Event name] ([Event dates]) – by [Due date]

Dear [Supplier contact name],

Please provide the temporary power and generator data and supporting evidence listed below for [Event name] at [Site/venue] on [Event dates].

Please share files via this folder link [Insert shared evidence folder link] (preferred) or direct file links: Please keep this link accessible until [Insert date (at least 90 days after the planned submission date)] and ensure it opens without a personal login or MFA tied to an individual.

Requested data and evidence are listed below. Please provide by: [Due date].
This list covers common requests – please also share any additional data/evidence you hold that is relevant to this event edition, and let us know if anything requested is not available.

Regards,
[Name]
[Role], [Organisation]

Data and evidence checklist

Item requested	Acceptable evidence format	Coverage period	Notes
Generator and equipment specification	Spec sheets showing model, rating (kVA/kW), fuel type, and efficiency where available	Applies to equipment used on this event edition	Include battery / hybrid system details if used
Fuel use evidence	Fuel delivery tickets / invoices and/or start-end tank readings	Build, event open, and break	Provide units (litres) and dates
Runtime and load data (if available)	Runtime logs, telemetry export, or distribution / load reports	Event period	Include date range and identification of each unit
Power planning documentation (if applicable)	Single line diagram, load schedule, or power plan	Pre-event planning	If provided, include version / date
Onsite photos	Photos showing setup and configuration	During build/event	Include photos of the generator(s) and temporary power setup in place for this event edition (dated if possible).

Waste Contractor

Use this template to request waste management service scope, waste stream breakdown, destinations, and diversion evidence.

Subject: Waste data and reports request – [Event name] ([Event dates]) – by [Due date]

Dear [Supplier contact name],

Please provide the waste data and supporting evidence listed below for [Event name] at [Site/venue] on [Event dates].

Please share files via this folder link [Insert shared evidence folder link] (preferred) or direct file links: Please keep this link accessible until [Insert date (at least 90 days after the planned submission date)] and ensure it opens without a personal login or MFA tied to an individual.

Requested data and evidence are listed below. Please provide by: [Due date].
This list covers common requests – please also share any additional data/evidence you hold that is relevant to this event edition, and let us know if anything requested is not available.

Regards,
[Name]
[Role], [Organisation]

Data and evidence checklist

Item requested	Acceptable evidence format	Coverage period	Notes
Waste management plan / service scope	PDF plan, method statement, or service scope document	Pre-event and event delivery	Include waste streams, collection schedule, and responsibilities
Waste stream breakdown by weight/volume	Post-event report (XLSX/PDF) with totals per stream	Event edition total and, if possible, daily totals	Include units and methodology
Weighbridge tickets / transfer documentation	Tickets, consignment notes, or equivalent dated documents	All collections related to the event edition	If combined with other events, provide allocation method
Destination facilities and treatment routes	List of facilities and processing methods per stream	Applies to event waste	Include landfill confirmation where relevant
Diversion summary	Summary table with recycling / composting / energy recovery / landfill totals	Event edition total	If zero-to-landfill is claimed, provide supporting confirmation
Contamination and issues log (if available)	Short report or email summary	During event and breakdown	Include photos if used to evidence issues and corrective actions

Caterer / F&B Vendor or Concessions Manager

Use this template to request menu, packaging, sourcing, and service approach evidence for F&B delivery.

Subject: F&B data and evidence request – [Event name] ([Event dates]) – by [Due date]

Dear [Supplier contact name],

Please provide the food and drink data and supporting evidence listed below for [Event name] at [Site/venue] on [Event dates].

Please share files via this folder link [Insert shared evidence folder link] (preferred) or direct file links: Please keep this link accessible until [Insert date (at least 90 days after the planned submission date)] and ensure it opens without a personal login or MFA tied to an individual.

Requested data and evidence are listed below. Please provide by: [Due date].
This list covers common requests – please also share any additional data/evidence you hold that is relevant to this event edition, and let us know if anything requested is not available.

Regards,
[Name]
[Role], [Organisation]

Data and evidence checklist

Item requested	Acceptable evidence format	Coverage period	Notes
Menu list and service format	Menus, menu boards, or menu files (PDF/images) with date / version	Event edition	Identify plant-forward options where relevant
Packaging specifications	Packaging spec sheets or supplier declarations (materials, recyclability / compostability)	Applies to event edition	Include cups, cutlery, plates, napkins, takeaway packaging
Single-use plastics confirmation (where applicable)	Purchase list or supplier declaration confirming items avoided / replaced	Event edition	If certain items remain, specify what and why
Sustainable sourcing evidence (where applicable)	Certificates and supplier statements (for example seafood, coffee, cocoa, palm oil)	Applies to event edition	Provide certificates and chain-of-custody details where relevant
Bulk dispense / draught approach (if used)	Stock lists, invoices, or operational note	Event edition	Identify kegs, post-mix, and water refill approaches
Surplus food donation / redistribution (if applicable)	Donation receipts, partner emails, or collection logs	Post-event	Include dates and quantities if available

Production Supplier (set/build/technical equipment)

Use this template to request evidence related to hired vs purchased assets, material choices, reuse, modular design, and production purchasing.

Subject: Production documentation request (set/build/technical) – [Event name] ([Event dates]) – by [Due date]

Dear [Supplier contact name],

Please provide the production purchasing and materials evidence listed below for [Event name] at [Site/venue] on [Event dates].

Please share files via this folder link [Insert shared evidence folder link] (preferred) or direct file links:
Please keep this link accessible until [Insert date (at least 90 days after the planned submission date)] and ensure it opens without a personal login or MFA tied to an individual.

Requested data and evidence are listed below. Please provide by: [Due date].
This list covers common requests – please also share any additional data/evidence you hold that is relevant to this event edition, and let us know if anything requested is not available.

Regards,
[Name]
[Role], [Organisation]

Data and evidence checklist

Item requested	Acceptable evidence format	Coverage period	Notes
Hire/rental agreements and equipment lists	Hire contracts, rental invoices, and equipment lists	Event edition	Identify hired vs purchased items
Material specifications for builds / sets / signage (where applicable)	Material specs or invoices showing type, quantities, and supplier	Event edition	Include recycled content or certification claims where used
Modular or touring-ready design evidence (if applicable)	Design drawings, BOM, or build notes showing modularity / reuse	Pre-event and post-event	Include version / date on documents
Battery approach (if applicable)	Purchase orders / invoices for rechargeable batteries, operational policy	Event edition	If mixed use, specify where disposables were required
Packaging and take-back arrangements (if applicable)	Supplier policy, take-back confirmations, or emails	Event edition	Include dates and scope
Load-in / load-out documentation (if applicable)	PDF or screenshot of issued schedule / instructions; email confirmation thread; shared document link	Build and break	If schedules changed, include the final version and any update email confirming changes.

Freight, Logistics and Contractor Transport

Use this template to request routing, consolidation, vehicle data, and fuel or mileage evidence for contractor logistics.

Subject: Freight and logistics data request – [Event name] ([Event dates]) – by [Due date]

Dear [Supplier contact name],

Please provide the freight, logistics and contractor transport data and evidence listed below for [Event name] at [Site/venue] on [Event dates].

Please share files via this folder link [Insert shared evidence folder link] (preferred) or direct file links:
Please keep this link accessible until [Insert date (at least 90 days after the planned submission date)] and ensure it opens without a personal login or MFA tied to an individual.

Requested data and evidence are listed below. Please provide by: [Due date].
This list covers common requests – please also share any additional data/evidence you hold that is relevant to this event edition, and let us know if anything requested is not available.

Regards,
[Name]
[Role], [Organisation]

Data and evidence checklist

Item requested	Acceptable evidence format	Coverage period	Notes
Movement log (deliveries and collections)	Run sheet, delivery schedule, or movement log (XLSX/PDF)	Build, event open, and break	Include dates, times, origin, destination, and load type
Fleet and vehicle details	List of vehicles used (type / class), fuel type, and emissions standard where known	Event edition	If subcontracted, include subcontractor details
Mileage or distance evidence	Telematics export, mileage log, or route planning output	Event edition	If estimates used, provide methodology
Fuel use evidence (if available)	Fuel receipts or fuel card summary	Event edition	Include units and dates
Consolidation/efficiency measures	Brief note or plan showing consolidation, backhauls, or reduced trips	Pre-event planning	If possible, quantify trips avoided
Traffic management (if applicable)	Traffic management plan / method statement	Build and break	Include delivery schedules, routing instructions, or access constraints provided for this event edition (if available).

Ticketing, CRM and Attendee Communications

Use this template to request evidence of attendee travel messaging, public transport promotion, and any travel data used for modelling or reporting.

Subject: Ticketing and attendee communications evidence request – [Event name] ([Event dates]) – by [Due date]

Dear [Supplier contact name],

Please provide the ticketing, CRM and attendee communications evidence listed below for [Event name] on [Event dates].

Please share files via this folder link [Insert shared evidence folder link] (preferred) or direct file links:
Please keep this link accessible until [Insert date (at least 90 days after the planned submission date)] and ensure it opens without a personal login or MFA tied to an individual.

Requested data and evidence are listed below. Please provide by: [Due date].
This list covers common requests – please also share any additional data/evidence you hold that is relevant to this event edition, and let us know if anything requested is not available.

Regards,
[Name]
[Role], [Organisation]

Data and evidence checklist

Item requested	Acceptable evidence format	Coverage period	Notes
Public transport messaging	Screenshots / PDF exports of webpages, ticketing pages, and email comms	Pre-event and event period	Screenshots should show source and date where possible
Cycling and active travel messaging (if used)	Screenshots or copy deck	Pre-event	Include links to cycle parking information if applicable
Car share / park and ride messaging (if used)	Screenshots or copy deck	Pre-event	Include any partner information
Travel survey setup and outputs (if used)	Survey questions and anonymised results export	Pre-event and post-event	Remove personal identifiers and provide summary outputs
Attendance and geographic data (if used)	Anonymised postcode or catchment summary	Post-event	Provide aggregated outputs only

Cleaning Contractor (products and methods)

Use this template where cleaning is outsourced and you need evidence of products, dilution controls, and waste segregation approach.

Subject: Cleaning products and methods evidence request – [Event name] ([Event dates]) – by [Due date]

Dear [Supplier contact name],

Please provide the cleaning products and methods evidence listed below for [Event name] at [Site/venue] on [Event dates].

Please share files via this folder link [Insert shared evidence folder link] (preferred) or direct file links:
Please keep this link accessible until [Insert date (at least 90 days after the planned submission date)] and ensure it opens without a personal login or MFA tied to an individual.

Requested data and evidence are listed below. Please provide by: [Due date].
This list covers common requests – please also share any additional data/evidence you hold that is relevant to this event edition, and let us know if anything requested is not available.

Regards,
[Name]
[Role], [Organisation]

Data and evidence checklist

Item requested	Acceptable evidence format	Coverage period	Notes
Cleaning products list	Product list with SDS / labels or procurement list	Event edition	Include concentrates vs ready-to-use where known
Low-impact product evidence (if applicable)	Supplier statements or certification evidence where used	Event edition	If no certified products used, provide explanation
Dilution control and dosing approach (if used)	Photos, SOP, or supplier documentation	Event edition	Include date/version
Water-efficient methods (if applicable)	Method statement or SOP	Event edition	Include where water-saving methods were applied
Waste segregation in cleaning operations (if applicable)	Short note / SOP	Event edition	Confirm how packaging and consumables were disposed