

SMOKE FREE



EVENT TIP SHEET

To create healthy change in our community the healthy choice has to be the easy choice. An effective way to create healthy change is to make your community event smokefree. This means that event attendees are unable to smoke anywhere on the grounds, in buildings or in front of entrances where the event is being held.

IN ORDER TO RUN A SMOKEFREE EVENT YOU WILL NEED...

- Buy-in from the event organising committee.
- To develop a smokefree event policy. This process will need to include discussions with the event organising committee, staff and volunteers. See the policy checklist for information you may like to include. Ensure this policy is signed off by the appropriate organising/management team
- To develop procedures for managing your smokefree event. Clearly define the role of event staff and volunteers, this includes role modelling and enforcing the policy. Make sure they have a clear course of action that should be taken if people don't comply.
- To actively promote your event as being smokefree from the outset and in all promotional material and communication. Consistent messaging and communication both internally and externally in relation to your smokefree event is important. This could include but is not limited to:
 - Ticketing/programmes/maps
 - Event promotional material e.g posters
 - Media releases and advertising
 - Websites and social media
 - Announcements at the event
- Smokefree signage in prominent positions both inside and outside the event grounds and buildings and areas where smokers are likely to gather including all entryways, to ensure everyone is aware of the smokefree environment and adheres to it.



OTHER THINGS THAT MAY BE HELPFUL

Your local quit smoking service may be able to provide you with signage and resources such as pamphlets and posters with relevant information. They may also be available to provide on-site health promotion or quit support services at the event.

If you would like further information or support to run Smokefree event please contact our team at
Te Oranganui Iwi Health Authority

Healthy Families Whanganui Rangitīkei Ruapehu
www.healthyfamilieswrr.org.nz (06) 349 0007

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CHECKLIST FOR SMOKEFREE POLICY



WE RECOMMEND USING THIS CHECKLIST TO HELP YOU CREATE A SMOKEFREE EVENT POLICY:



RATIONALE - why it is important to make your event Smokefree



COMMUNICATIONS PLAN - how the policy is going to be communicated to:

- 1) attendees (e.g. signage, PA announcements, tickets, media)
- 2) staff, volunteers and stakeholders (e.g. staff meetings)



SIGNAGE STRATEGY

- where signage is to be placed
- what type of signage is to be used
- including a map if appropriate.



ENFORCEMENT/EDUCATION STRATEGY

- Determine whether your policy will be enforced or educative
- Stipulate a plan of action for staff, volunteers, and/or security responsibilities for enforcing/informing in relation to the policy if breaches should occur.
- Include clear procedures for a course of action and how staff/ volunteers are to be trained in this.



RISK MANAGEMENT STRATEGY - to avoid smokers congregating at entrances etc.



MONITORING AND EVALUATION STRATEGY

To assess the effectiveness of the policy after the event to inform future events and a periodic review thereafter.



POLICY REVIEW - when is it to be done and by whom

