



Why Green Ed Drinks?

In 2015 the NSW chapter of the Australian Association of Environmental Education (AAEE NSW) conducted a membership survey. This survey revealed that two of the top five services members and non-members wanted from AAEE were "Training and professional development" and "Professional networking opportunities". Green Ed Drinks was established in response to this need. The concept and structure were inspired by and borrowed from the international Green Drinks movement, but differs from it in that its target audience and content is aimed at environmental and sustainability educators.

AAEE NSW Green Ed Drinks Guide

This guide was developed to assist environmental education practitioners throughout NSW to host similar events within their professional networks. It was developed based on the learnings from the first AAEE NSW Green Ed Drinks held on 3 November 2016 at the Coal Loader Centre for Sustainability in Waverton, Sydney. The guide is intended to be flexible to allow for variations to suit each region.

Why host Green Ed Drinks?

Hosting Green Ed Drinks provides an AAEE NSW supported vehicle for environmental educators in your region to connect with each other and with educators from further afield and be inspired by local, national and international environmental education developments. It is also a wonderful opportunity to showcase and celebrate the environmental education achievements of your region to other educators and partners.

Who can host Green Ed Drinks?

Any AAEE NSW member or partner can host a Green Ed Drinks.

What is the role of the host?

The host arranges a free venue and promotes the event to their local networks.

The host works with AAEE NSW to:

- arrange the speakers
- develop a Green Ed Drinks budget (see section below)
- develop a program (See Appendix 1)
- arrange catering, drinks, tables and chairs
- set up the venue
- provide Responsible Service of Alcohol (RSA) by hosting the event at a licenced venue or by providing an RSA accredited person to serve the alcohol, in compliance with the Liquor Licence exemptions for not for profit organisations (see www.liquorandgaming.nsw.gov.au/Documents/liquor/liquor-licences/FS_exemption_fundraising_notProfit.pdf)
- coordinate the event on the day

How can AAEE NSW help?

AAEE NSW can help as much or as little as you like. At a minimum we will:

- coordinate ticket sales through Trybooking
- reimburse you for associated costs as per the approved event budget
- help promote the event through our regular communication channels (newsletter, Facebook, etc).

We can also:

- help source and fund drinks and speakers
- provide a Responsible Service of Alcohol (RSA) accredited member to serve alcohol (for a limited number of events and if held in Sydney)

General Format

Green Ed Drinks are best run on a week night from 6pm to 8pm.

All Green Ed Drinks are ticketed events and include a welcome drink on arrival.

The event should provide for professional development with one or 2 speakers, speaking for 20 minutes each, Q & A and dedicated time for networking.

See Appendix 1 for template run sheet.

Speakers

One speaker should focus on research or evidence based best practice environmental education. Topics covered at the event should relate to practitioners working with adults and those working with children. AAEE NSW can assist in sourcing speakers who may be able to attend in person or via live video links (eg: via www.zoom.com).

Suggested speakers for future Green Ed Drinks include:

Researcher from Behaviour Works

Costa Georgiadis, Gardening Australia and AAEE NSW patron

An Eco arts representative

Andre Taylor – Port Macquarie

James Wheeland – the change agency (community organising action) based in Newcastle

TedEx Sydney – Lisa Murray, the city Historian

Ann Kia – Nik Clide: Lock the gate Alliance

Sharron Munrow, NCC Environment, helps communities who fight coal mines

Libby Hall, Taronga Zoo Hospital

Indira Naidoo

Jon Dee, Do Something

Natalie Isaacs, One Million Women

Pricing

All Green Ed Drinks use the following standard pricing structure:

\$15 for AAEE members

\$20 for non-members

Budget

Green Ed Drinks should be run to break even or make a small profit. The profit will go back to AAEE NSW to support member services including other Green Ed Drinks.

The budget should therefore be structured around anticipated attendance and income. For example if 20 members and 20 non-members are expected to attend, the budget for the event is \$700.

Template budget breakdown based on attendance of 40 and income of \$700:

\$0 – Speaker fees

Up to \$210 – Speaker travel costs

\$100 – Wine (based on \$2.50 per person – ie: 6 standard glasses per \$15 bottle)

\$40 - Meals for 2 speakers

\$0 - Venue

\$350 (or more if speaker travel costs are less or not required) – Nibbles

\$0 - Promotion (AAEE NSW communications are provided in kind)

\$0 - Table cloths if required for up to 50 people (Sue Martin can provide within Sydney. Contact sue@kcj.net.au)

\$0 - Plates & cutlery (caterer/café/venue to provide)

\$0 - Glasses (Sue Martin can provide up to 50 glasses within Sydney. Contact sue@kcj.net.au)

Planning Timeframes

3 months out:

Venue, food options & speakers confirmed

Trybooking tickets set up

Communications lined up (AAEE NSW quarterly Newsletter, Facebook, linked in, etc)

2 months out:

Speaker transport and accommodation confirmed if required

RSA confirmed

1 month out:

Cutlery, glasses, tablecloths etc confirmed

Run sheet finalised

1 week out:

Wine purchased

The day before:

Name tags made/printed

Sign in sheet printed

Food/Drinks

The ticket price includes a welcome drink. By law, this requires someone with RSA accreditation to serve the alcohol. AAEE NSW can arrange an RSA accredited member to do this (for a limited number of events and if held in Sydney).

Cheap and cheerful nibbles are also provided. If onsite catering is available attendees can purchase their own meals.

Promotion

AAEE NSW will help promote the event through our regular communication channels (quarterly newsletter, Facebook, LinkedIn, etc). It should also be promoted to your local networks and sustainabilityeducators@yahoo.com.

Logos

Any Green Ed Drinks should be marketed using the AAEE NSW logo and the Green Ed Drinks logo.

How to get started?

If you want to host a Green Ed Drinks in your local region, contact nikikcarey@gmail.com.au.

Appendix 1: Template Run sheet

5:00-6:00pm - Set up venue

5:30-6:00pm - Meet speaker and upload their presentations

6:00pm Doors open for AAEE Drinks

6-6:15 Registration, welcome drink, networking

- Registration table (1-2 people)

- Welcome drinks (RSA holder)

6:15 AAEENSW welcome

6:20 Speaker 1

6:40 Speaker 2

7:00 Q & A

7:15 Networking & Optional Dinner

8:00 Close

8-8:30pm Pack up

Appendix 2: Ticket pro forma

Green Ed Drinks & Environmental Education Awards

CLOSED



Come along to AAEE NSW's new networking event for enviro educators - Green Ed Drinks. Enjoy a free drink on arrival, help celebrate the achievements of those outstanding environmental educators receiving awards and hear from leading environmental educators including our ambassador Costa Georgiadis, and network to your heart's content! Local and lovingly prepared meals available for purchase from the Coal Loader Cafe.

Date: Thursday 3 November 6-8pm

Cost: \$15 for members and \$20 for non-members.

Venue:

Coal Loader Centre for Sustainability
2 Balls Head Rd
Waverton, NSW 2060

Contact Details:

Jane Lewis AAEE NSW Project Officer, project@aaeensw.org.au

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