

TRACE Event Data Entry - Default Rules

General (G)

ID	Default rule
G1	Enter quantities ordered or produced, not headcount, unless headcount is the only figure.
G2	Distances in km on the non-US template; miles x 1.609.
G3	Write the assumption into the row label.
G4	One catering event: use the original Food & Beverages tab. Several: duplicate it as "F&B - <event>" (Excel tab names: 31 characters max) and leave the original blank. Flag that the TRACE upload may only read the original tab name.
G5	When splitting a count, give the rounding leftover to the higher-carbon category.
G6	Exclude no-shows, late cancellations, damage and admin fees.
G7	If a template table is too short, extend it and flag that TRACE must accept the changed layout.
G8	Where no dropdown option fits, use the closest and name the real item in the label.
G9	Client employees (match any spelling of the company), speakers, hosts and crew go on Staff tabs; guests go on Audience tabs.
G10	Venue energy and waste reported for a whole building: divide to a daily figure, then apportion by the share of space used.

Accommodation (A)

ID	Default rule
A1	Room nights = rooms x nights; group rows by length of stay; reconcile to the list's grand total.
A2	Check the list's date filter: a list printed mid-event may omit guests already checked out.
A3	Include bookings not yet checked in, flagged.
A4	Renewable energy = No unless confirmed in writing.

Travel (T)

ID	Default rule
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T1	Flights: use flight numbers where known; otherwise from the capital of the attendee's country to the event city.
T2	If the capital has no international airport, use the nearest one and say so.
T3	Class as booked; if unknown, Economy. Use a higher class only when the booking or a house rule says so. Return = 2 trips.
T4	Distance: great-circle km between cities; also enter "City, Country" start and end so TRACE can recalculate.
T5	One row per origin country or city, trips = people x 2.
T6	Missing country: infer from the employer, flagged.
T7	Flights under ~400 km: enter if instructed, but flag that rail or road is likelier.
T8	Local attendees: rail, 1 trip of 10 km per person unless known. Light rail/tram when the journey is known to be within the event city; national rail otherwise.
T9	Coaches: "Coach - per vehicle" for dedicated charters, one return trip per coach, road distance. Empty repositioning runs are not counted (flag them).
T10	Airport transfers: same mode both directions.

Ground transport (GT)

ID	Default rule
GT1	Point-to-point transfers: route distance between pick-up and drop-off.
GT2	"As directed" or hourly hires: 100 km per vehicle per day unless tracked km exist. (Start-end only gives near zero for same-hotel hires; mph x billed hours assumes non-stop driving and overstates several times.)
GT3	Executive car = "Car - Unknown type"; people carrier or minivan = "Van - unknown type".
GT4	Box truck = 7.5-17 T; pick-up and minivan = Small/Medium Van; flatbed = 7.5 T. Diesel unless stated.

Food (F)

ID	Default rule
F1	Covers = ordered or produced counts. Leftovers are not subtracted; record them on the Waste tab.

F2	Stations or dishes with several proteins: split portions evenly across every listed option, sauces included; class each option beef/lamb, other meat & fish, vegetarian (dairy, egg, honey) or plant-based.
F3	Buffet lunches: split by main dishes, soups included; bread, pastries, fruit, salads, sides and desserts are excluded from the split.
F4	Canapés and coffee-break items: per piece, 1 per guest per listed item, on Canapés or Samples.
F5	Breakfasts with hot items (eggs, bacon, sausage, pancakes, cooked dishes) go on "Breakfast cooked"; cold-only breakfasts (pastries, yoghurt, fruit, granola) go on "Breakfast continental/cold". Split each by its main hot items, as in F3.
F6	Grazing stations: full portion count on Bowl Food.
F7	Street-food formats (trucks, picnic stands, shared pizzas) on Street food rows.
F8	Kosher and halal meals entered separately, classed by stated protein.
F9	Vegetarian alternatives only for guests on the dietary list.
F10	Classify as the menu describes ("all-beef hot dogs" = beef).
F11	Unknown menu: mains = other meat & fish; unknown starters and desserts = vegetarian.
F12	Plated mains with a choice and no counts: split 50/50 among the meat/fish options after taking out the dietary-list vegetarians.
F13	Serveware "Reusable" at hotels and restaurants; "Compostable" only where documented.
F14	Staff, talent and greenroom meals go in Crew Catering.

Drinks (D)

ID	Default rule
D1	Documented quantities first: batch volume / serving size, or ordered counts.
D2	Evening fallback, no other information: dinner = 2 glasses of wine + 1 soft drink per guest; a reception adds 1 cocktail + 1 beer per guest.
D3	Shift D2 to fit context: a fixed wine pairing = 1 glass per pour; a wine and beer bar only = 2 per guest split evenly; a venue drinks estimate replaces everything (add nothing).
D4	Daytime fallback: 1 coffee or tea per guest per break; 1 juice and 1 water per guest per day; or 1 per guest per listed drink type at a bar.

D5	TRACE counts wine and spirits as 750 ml bottles: wine bottles = glasses x 150 ml / 750; spirit bottles = drinks x 50 ml / 750; round up. Use a recipe's wine volume where given. Beer = 1 per bottle. Entering glasses as bottles overstates wine 5x and spirits 15x.
D6	Packaging: dispensed or homemade = "Draught or tap"; brewed iced tea = Tea/Coffee "Hot drinks serves"; beer = "Single serve glass bottle"; wine and spirits = "Full size glass bottle".
D7	0.0% alternatives with unknown uptake: count all guests as drinking alcohol.
D8	Spirits inside mixed drinks are not entered separately.

Production materials (P)

Materials data comes only from production, print and branding sources (supplier material lists, print specs, build sheets).

ID	Default rule
P1	Graphics: TRACE wants m ² and gsm (weight = m ² x gsm / 1000). Where the supplier gives weight, derive gsm = kg x 1000 / m ² . Pounds x 0.4536 = kg.
P2	A paper count is sheets (A4 = 0.0625 m ²) unless sizes are given; test whether a "quantity" is m ² by checking the implied gsm.
P3	Map materials to the closest dropdown option.
P4	Onward life: landfill = "Supplier removed for disposal"; venue paper bins = "Into waste/recycling"; reuse = "Donated/reused".
P5	Source = "Virgin material" unless reuse or recycled content is stated.
P6	Built Items only for items with a known material from a production source. Never build material entries from shipping or freight lists, even where they give item weights. If no production source exists, leave the tab empty and report it as a gap.

Freight (FR)

Shipping and freight lists inform the transport tabs only.

ID	Default rule
FR1	Hired or reused items: return journeys (2 trips).
FR2	40 t truck or truck and trailer = Artic Lorry; 12.5 t = 7.5-17 T; diesel.
FR3	Items sharing one vehicle = one journey, not one per item. A mileage figure repeated on every line usually means one vehicle.
FR4	No mileage: road distance origin to venue. Check that a supplier's

	mileage is plausible as one-way or return before using it.
FR5	A part-loaded truck counts in full unless sharing is confirmed.
FR6	Put the load contents and weight in the row label for context; they do not go on the materials tabs.