

Sustainable Event Checklist

1. Venue

- Consider going fully virtual or hybrid with regional hubs
- The venue has a sustainability/environmental policy and credentials (e.g. carbon neutral certified)
- The venue is accessible by public transit, walking, or biking
- The venue has energy-efficient lighting, equipment, good ventilation, and natural light access or is powered fully by renewable energy
- The venue has proper waste sorting facilities (landfill, recycling, organics)
- The venue has energy efficient technology options and avoids over-amplification
- The venue is accessible (See Sustainable Events Accessibility Guide)

2. Waste Reduction

- Choose to reuse! Avoid single-use plastics and biodegradable/ compostable items
- Have clearly labelled [bin signs](#) and learn what can/cannot be recycled to avoid contamination
- Order extra bins if you need them for larger events through [Service Now](#).
- Order separate cardboard bins to separate out cardboard through [Service Now](#).
- [Notify the Sustainability Delivery Team](#) to organise Waste Warriors to monitor contamination for larger events or if you order large organics bins.

3. Order Sustainable Catering

- Order from a sustainable cater. Refer to our [Sustainable Events Supplier Guide](#) to find one.
- Ensure at least 80% of the menu/snacks is vegetarian (aim for 100% vegetarian or vegan for maximum sustainability)
- If animal products are necessary, source ethical and free-range options
- Serve or buy Fair Trade, or Rainforest Alliance certified tea, coffee, sugar, snacks and food
- For small events, opt for waste-free snacks like whole fruit and nuts
- For external venues, verify their ability to accommodate the above sustainable catering requirements

4. Catering Waste

- Hire reusable crockery and cutlery through the [Choose to Reuse Events Kit](#) (smaller events) or [Green My Plate](#) or [B-Alternative](#) (larger events)
- For external venues, ensure they can provide reusable crockery/cutlery
- The venue has water refill stations (or provides one) and table water service instead of bottled water
- Remind attendees to bring reusable water bottles and coffee cups
- Do not use biodegradable/ compostable items
- Send caterers the template email provided in the [Sustainable Events Guide](#) to reduce catering waste
- Request caterers avoid single use wrapped items (tea bags, sugar, condiments)
- Ask caterers to use reusable containers instead of cling wrap (foil if necessary)
- If you are engaging with food trucks, please contact [Space Management](#). They have a list of Food Trucks that have adhered to sustainability requirements.
- Ensure sponsors/partners/vendors do not distribute bottled water or individually wrapped food and follow the same guidelines

5. Food Waste

- Collect registration to accurately cater for attendee numbers
- Order 10% less food than expected attendance
- Provide compost bins for food waste (which can be ordered through the Choose to Reuse Events Kit)
- Bring containers for leftover food

6. Go Paperless

- Email materials to attendees beforehand.
- Provide electronic guides accessible on any device.
- Create a dedicated event website.
- Implement digital registration/sign-in.
- Utilise event apps, some with free options.
- Offer one hardcopy guide at reception as a backup.
- Ensure accessible Wi-Fi for smooth digital access.
- If printing is necessary, use minimal, double-sided, FSC-accredited, or 100% recycled paper—avoid laminating to prevent landfill waste.

7. Freebies, Giveaways and Decorations

- Avoid giveaways altogether if possible
- If needed, opt for reusable, eco-friendly, locally made options
- Avoid plastic wrapping and unnecessary packaging and work with your suppliers to do this
- Omit dates from promotional materials to allow for reuse for future years
- Promote positive behaviour change with giveaway items such as reusable cups
- Reuse items like name tags and lanyards year to year
- Prioritise items with eco-labels like FSC, fair trade
- Discuss sustainable giveaway requirements with partners/sponsors
- Say no to balloons
- Invest in reusable decorations like banners and bunting
- Use potted plants or fruit bowls as centrepieces
- Hire or rent decorative items instead of buying new

8. Travel

- Encourage using public transit, walking, cycling, or carpooling
- Provide info on public transit routes, bike parking, end-of-trip facilities
- If the event is run externally, offer shuttle services to/from nearest transit hub
- Avoid flying at all costs. If you need to, offset your emissions through UniTravel, book direct flights, fly economy and choose green airlines.

9. Education and Awareness

- Share and explain your sustainability efforts with attendees before, during, and after the event.
- Join the Green Impact program and complete toolkit actions for sustainable events to be recognised and rewarded.
- You have applied for the [ACTS Sustainable Events Accreditation](#).