

SUSTAINABLE EVENT CHECKLIST:

MEETINGS/SMALL EVENTS (20-50 LOCAL ATTENDEES)

The University of Melbourne is committed to sustainability. Follow these simple steps to make your event as sustainable as possible:

EDUCATION AND AWARENESS

- Share/explain your sustainability efforts with attendees, pre, during and post event.
- Join [Green Impact](#) and check off toolkit actions for sustainable events.

FOOD AND BEVERAGES

- Provide a water station with glasses instead of bottled water.
- Remind attendees to bring their own reusable water bottle and coffee cup.
- Provide reusable crockery and cutlery with food and eliminate single-use disposable items.
- Provide [Fairtrade/Rainforest Alliance/UTZ](#) tea and coffee.
- Provide locally sourced, low waste, healthy snacks.

FOOD WASTE

- Have a plan for leftover food.
- Collect food scraps and waste for composting. Compost bins are available at all campuses.

GENERAL WASTE

- Check that there are clearly labelled and accessible recycling and landfill bins.
- Circulate the agenda and/or meeting minutes via email.
- Create an electronic sign-in sheet (i.e. on Qualtrics).
- Record minutes using a laptop or iPad.
- Only print when absolutely necessary; on 100% recycled, double-sided paper.

Thank you for following this checklist to make your event sustainable. By doing so you are positively contributing to reducing your carbon footprint and helping raise awareness through sustainable behaviour.

This is checklist #1 in a series of 5, developed by the Sustainability Team, Campus Management for the University of Melbourne. For further information visit sustainablecampus.unimelb.edu.au

Please note: The University is committed to delivering COVIDSafe events in line with government and health advice. **Please ensure COVIDSafe practices are followed** in the planning and running of all events on campus by visiting [Events and COVID-19](#) on the University's Staff Hub.



Sustainability
Campus Management