SUSTAINABLE EVENT CHECKLIST:

MEDIUM EVENTS (50–100 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.

SELECTING A VENUE

☐ Did the venue answer 'yes' to many of the questions asked in checklist #5?

☐ Is the venue centrally located or easily accessible?

SELECTING A CATERER

☐ Are they a social enterprise organisation?

☐ Do they source their produce seasonally, locally and ethically?

☐ Do they provide Fairtrade, UTZ, Rainforest Alliance or any other sustainable food options?

☐ Can they provide a good selection of vegetarian and vegan options?

☐ Do they partner with an organisation that collects and redistributes leftover food?

☐ Can they provide reusable crockery and cutlery?

☐ Can they reduce unnecessary waste and packaging wherever possible?

FOOD AND BEVERAGES

☐ Ensure at least 50% of the food is vegetarian (100% is even better!)

☐ Provide a water station with glasses instead of bottled water.

☐ Ensure all tea and coffee is Fairtrade or Rainforest Alliance/UTZ certified.

☐ 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 locally sourced, low waste, healthy snacks.

REDUCING FOOD WASTE

☐ Ask attendees to register, so you know exact catering requirements.

☐ Under order catering by 10%.

☐ Have a plan for leftover food.

☐ Collect food scraps and waste for composting. Compost bins are available at all campuses.

REDUCING WASTE

☐ **General:** Say no to plastic water bottles, straws, bags and coffee cups (BIG FOUR).

☐ **Bins:** Check they are clearly labelled and easily accessible (landfill and recycling bins).

☐ **Bins:** Do you need to order more bins from Service Now (staff only)?

☐ **Paperless:** Use Eventbrite for attendee registration and sign-in.

Giveaways: If you need freebies, giveaways or promotional materials, are they:

☐ Sourced locally and ethically

☐ Low impact

☐ Useful/reusable?

☐ **Giveaways:** Have you discussed your requirements with partners/sponsors?

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 #2 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

THE UNIVERSITY OF MELBOURNE

—
Sustainability
Campus Management

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.