

SUSTAINABLE EVENT CHECKLIST:

LARGE EVENTS/CONFERENCES (+100 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!)
- Have a plan for leftover food.
- Collect food scraps and waste for composting. Compost bins are available at all campuses.
- Provide a water station for attendees to fill up their own water bottles.
- Ensure all tea and coffee is [Fairtrade](#) or [Rainforest Alliance/UTZ](#) certified.
- Remind attendees to bring their own reusable water bottle and coffee cup.

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.
- Paperless:** Have you explored the feasibility of developing an event app?
- Paperless:** Can you use digital signage to support the event?
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?

TRAVEL

- Ask attendees to use public transport, walk or ride to the event.
- Have the ticket cover the cost of public transport.
- Offer a carpool service, such as [Go Get](#).
- Make sure information about public transport is clear on the invitation/information booklet.
- Provide information or infrastructure on bike racks, bike storage areas or end-of-trip facilities to encourage active modes of travel.
- Organise shuttle buses to and from your event to the nearest public transport hub.
- Organise the event at a time that allows attendees to travel on public transport during peak times. A faster travel time will have less impact than a longer trip taken during off-peak times.
- Use hybrid cars or cars that use alternative fuels (consider using the [University's Car Fleet](#) – staff only) if needed.

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 #3 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

