SUSTAINABLE EVENT CHECKLIST:

OUTDOOR FESTIVALS/EXPOS

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?
- [ ] Are they a local company?
- [ ] Do they have 'sustainable credentials'?
- [ ] Do they source their produce seasonally, locally and ethically?
- [ ] Do they provide Fairtrade, UTZ 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 instead of bottled water.
- [ ] Ensure all tea and coffee is Fairtrade or Rainforest Alliance/UTZ certified.
- [ ] Provide a water station for attendees to fill up their own water bottles.

- [ ] 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).
- [ ] **General:** If you require disposable cutlery and crockery, consider what the products are made of (see section 4.2.2 of this report).
- [ ] **Bins:** Provide adequate bins and bin streams (e.g. waste, recycling and organics).
- [ ] **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.

Sustainability
Campus Management

☐ 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.

WHEN CONSIDERING A PROVIDER FOR AIR TRAVEL

☐ Where possible, book direct flights.

☐ Fly economy class (business class has higher emissions per seat).

☐ Choose an airline that are active in their green policy and click to offset your emissions when you book.

☐ Offset your carbon emissions when you book your flight or travel.

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 #4 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.