

SUSTAINABLE EVENT CHECKLIST:

CHOOSING A VENUE

The first step to hosting a sustainable event is to pick the right venue, which will be determined by a number of factors. If you're looking for a venue located off campus, we've put together some questions you can ask venue managers to help you select the most sustainable option.

EDUCATION AND AWARENESS

- Does the venue have a Sustainability and/or Corporate Social Responsibility policy?
- Does the venue have an Environmental Management Plan (EMP)?
- Does the venue have any noteworthy sustainability accolades or credentials?
- Is the venue certified [carbon neutral](#)?
- Does the venue promote their sustainability efforts?

ENERGY

- Does the venue source energy from a sustainable energy provider?
- Does the venue have any solar panels?
- Does the venue have energy efficient lighting, equipment and ventilation?
- Do all the function rooms have access to natural light and ventilation?

REDUCING WASTE

- Does the venue have facilities to sort waste (minimum landfill and mixed recycling)?
- Does the venue have an organic waste facility, donate food that isn't eaten or simply recycle its food waste?
- Does the venue have access to/provide reusable crockery and cutlery?
- Does the venue avoid unnecessary giveaways (table pens/paper, individually wrapped mints/lollies)?
- Does the venue try to reduce its paper printing and single-use decorative items? Does the venue use upcycled or recycled products and materials?

IN-HOUSE CATERING

- Does the venue provide vegetarian, local and seasonal catering options?
- Does the venue source sustainable tea, coffee, sugar and chocolate products ([Fairtrade](#))?
- Does the venue avoid single-use food service items (cups, plates, bowls and cutlery)?
- Does the venue provide a condiments station rather than individual packaged items (sugar, salt, pepper, sauces, butter, jams etc)?

WATER

- Are there water stations accessible for people to fill their own bottles?
- Does the venue provide table water in jugs and glasses instead of bottled water?
- Does the venue have dual flush toilets and use water efficient appliances?
- Does the venue collect and use rainwater and/or greywater?

TRANSPORT

- Is the venue easily accessible by public transport?
- Does the venue have bicycle parking facilities?
- Does the venue have any end-of-trip facilities accessible to attendees?

Being aware, able to embrace and promote any of these activities is good for your event but also lets the venue know that you value these things. The more potential customers that want a sustainable venue the more they will be open to adopting more sustainable practices!

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 #5 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



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.