

University of Melbourne

Sustainable Events **case study form**

Please complete all sections of this form and send to sustainable-campus@unimelb.edu.au

Try to use as much quantitative data as possible even if they are rough estimates.

Event organiser details (Please list the principal contact person).

|  |  |
| --- | --- |
|  TITLE:  |   |
|  FULL NAME:  |   |
|  POSITION TITLE:  |   |
|  DEPARTMENT/CENTRE:  |   |
|  EMAIL:  |   |
|  PHONE:  |   |

Other team member details. (Add page for listing additional names if required).

|  |  |
| --- | --- |
|  Name (title and full name)  |  POSITION TITLE |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |

Event details

|  |  |
| --- | --- |
|  EVENT TITLE: |  |
|  EVENT OCCASION: |   |
|  DATE/S: |  |
|  LOCATION/S: |  |
|  AUDIENCE/S: |   |
|  NUMBER OF ATTENDEES: |   |

**Event details**

Catering

Catering was provided.



YES (please complete the table below) NO (please move to the next section)

|  |  |
| --- | --- |
|  CATERER/S USED: Please describe as much information as possible. What is their setup (ie. Catering delivered, food truck or mobile food stall)?Were they a local caterer?Are they a social enterprise caterer? |  |
|  PACKAGINGPlease describe how the food was packaged for delivery and/or serving (ie: were they wrapped in cling-wrap, foil or in reusable containers, was there any single-use packaging for tea, sugars, etc) Did you contact the caterer beforehand to request minimal or low-caste packaging? |   |
|  FOOD AND DRINK OPTIONSPlease outline your food and drink options.What percentage of the menu was vegan. What percentage was vegan or vegetarian? |  |
|  DISPOSABLESHow was your food served?Did you use services like the Choose to Reuse events kit or green My Plate or was it served in disposable crockery and cutlery? |  |
| FOOD WASTEHow did you dispose of your food waste?How many estimated kg of food waste was produced?Did you package up the leftovers?Did you use organics bins to dispose of food waste? |   |
| How many estimated kg of recycling waste was produced from food packaging? |  |
| How many estimated kg of landfill waste was produced from food packaging, crockery or cutlery? |  |

Additional Comments:

Printing and Signage

Printing or signage was used.



YES (please complete Table 1) NO (please complete Table 2)

TABLE 1 (Printing or signage was used)

|  |  |
| --- | --- |
| SIGNAGEDid you use an alternative type of signage (ie. Digital signage)?Was the signage reused from another event?What material/s was used for the signage?Did the signage include QR codes to reduce printing?If you disposed of the signage, how did you do so?Will the signage be used again? Did you date the signage?  |  |
| PRINTINGWhat types of materials did you print out? (eg. Name tags, pamphlets, booklets, maps)Were the printed materials reused from another event?What material/s were used for the printing?Did you laminate anything?How did you dispose of the printed materials?Was there an option to make this digital?  |   |
| How many estimated kg of recycling waste was produced from printing or signage? |  |
| How many estimated kg of landfill waste was produced from printing or signage? |  |

TABLE 2 (Printing or signage was NOT used)

|  |  |
| --- | --- |
| SIGNAGEHow did you manage the event without signage? |  |
| PRINTINGWhat did you use instead of printed materials? (ie. You used the Eventbrite app to check people in) |   |

Additional Comments:

Decorations

Decorations were used.



YES (please complete the table below) NO (please move to the next section)

|  |  |
| --- | --- |
| DECORATIONS USED: What were the decorations? Were these decorations purchased, hired or borrowed?Where did you source your decorations from?Are the decorations reusable?What material are the decorations made from?Was food used as decoration?Have you signed the [Balloon Free Pledge?](https://www.zoo.org.au/balloons/) |  |

Additional Comments:

Giveaways

Decorations were used.



YES (please complete the table below) NO (please move to the next section)

|  |  |
| --- | --- |
| GIVEAWAYS:What types of giveaways were used?Where were they sourced from?What materials were they made from?How were they packaged?If the giveaway was an item like a plant or reusables, were instructions given on how to care for or use them?What was done with the leftover giveaways? |  |

Additional Comments:

Waste

|  |  |
| --- | --- |
| Are there any other waste sources you can identify that this event produced?Eg. Packaging, food, water, paperCan you quantify this waste? |  |
| How did you try to minimise these waste sources?Approximately how much waste did you divert from landfill? |  |

Additional Comments:

Emissions

Please answer the following questions so that we can calculate the emissions associated with your event.

Note: If this event was held at the University of Melbourne, the electricity is already offset at this venue.

|  |  |
| --- | --- |
| Duration of the event |  |
| Heated or air-conditioned area (m2) |  |
| Area of the stand/stall set ups (m2) |  |
| Number of deliveries and how they were transported |  |
| Estimated average distance that people are travelling to the event. How many people attended the event?  |  |
| Estimated number of people arriving by car |  |
| Estimated number of people arriving by public transport |  |
| Estimated number of people arriving by air travelIf applicable, please provide the following details:* Number of short haul flights (up to 3h)
* Number of medium-haul flights (3—6h)
* Number of long-haul flights (more than 6h)
* Percentage business class flights
 |  |
| AccommodationIf applicable, please provide the following details:* Number of overnights stays in 2-3 star hotels
* Number of overnight stays in 4 star hotels
* Number of overnight stays in 5 star hotels
 |  |
| Were power generators used by any of the vendors? |  |
| CARBON OFFSETSDid you purchase carbon offsets?If, so please detail who these were purchased from, the amount of carbon and cost. |  |

Engagement

Engagement initiatives are important to highlight the sustainability initiatives at your event to encourage their replication at other events, start conversations and spread awareness about the importance of considering the environmental impacts of everything that we do.

|  |  |
| --- | --- |
| Communications BEFORE the eventDid you promote your event as ‘sustainable’ and encourage guests to participate?This could include:* Encouraging guests to bring their own reusable water bottle and/or coffee cup.
* Encouraging guests to bring their own stationery.
* Encouraging guests to take active modes of transport to the event.
* Detailing how you are making the event sustainable.
 |  |
| Communications DURING the eventDid you promote your event as ‘sustainable’ and encourage guests to participate?This could include:* Asking guests to drink stations to fill up their bottles.
* Making sure to read the bin signs and dispose of their waste correctly.
* Detailing how you are making the event sustainable.
 |  |
| Did you have any student volunteers at your event, encouraging sustainable behaviours?Eg. Waste Warriors trained by the Sustainability Team |  |
| Did you complete [Green Impact](https://sustainablecampus.unimelb.edu.au/greenimpact/_recache) toolkit actions during your event organisation?If so, please provide your Green Impact team name. |  |
| Communications AFTER the eventDid you promote your event as ‘sustainable’ and highlight how your guests participated?This could include:* Summarising how your event was sustainable: Catering, materials, engagement, offsets, etc.
* Communicating that your event was sent as a case study to the Sustainability Team
 |  |

Additional Comments:

Please provide any more information below, including at least two photographs.



SUBMISSION

Please send this case study form as a single PDF by email to sustainable-campus@unimelb.edu.au

Thank you for your submission,

Sustainability | Campus Management