

# APPENDIX 2

## SUSTAINABLE EVENTS CHECKLIST

Please use the following checklist as a guide to making your event more environmentally sustainable.

### WASTE

#### Avoid

- Work with vendors to avoid using disposable or single-use items

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- Work with vendors to avoid using plastic straws, balloons, single-use water bottles, plastic bags, and disposable coffee cups. Refer to [www.plasticbagfreevictoria.org](http://www.plasticbagfreevictoria.org) or [www.plasticfreejuly.org](http://www.plasticfreejuly.org) for more information.

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- Work with vendors to choose products with minimal or recyclable packaging

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- Use standard, easy to read waste signage to reduce confusion. A full signage library is available on the Sustainability Victoria website.

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- Ask attendees to bring their own, drink bottles, keep cups and re-usable bags.

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- Go digital with an online registration tool such as Eventbrite and paperless ticketing systems then keep a list of registered attendees on your phone or tablet.

#### Reduce

- Encourage vendors and patrons to reduce food waste by catering accurately and ordering carefully.

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- Encourage caterers and food vendors to receive their fresh produce in re-usable boxes, rather than single-use disposables such as foam boxes. Or use reusable/recyclable materials for catering.

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- Go digital with an online registration tool such as Eventbrite and paperless ticketing systems then keep a list of registered attendees on your phone or tablet.

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- Use washable cleaning cloths rather than disposable paper town to help reduce rubbish.

#### Reuse

- Encourage attendees to bring their own reusable shopping bags, water bottles and coffee cups.

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- Use washable and reusable crockery and cutlery rather than single-use disposables or use recyclable plates, bowls, cups, and cutlery.

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- Find ways to re-use signage and promotional material, for example, design event banners with dates and sponsors on separate panels.

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- Consider environmentally friendly printing, for example print on 100 per cent post-consumer recycled paper.

### WASTE

#### Recycle

- Provide recycling bins for items that cannot be reused eg: plastic, metal, glass, paper, cardboard. Food waste should not go in the recycling bin, encourage food and liquids to be emptied into organics collection bins (if provided).

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- Recycling and landfill bins need to be placed side by side to give people the option of either recycling or waste disposal.

#### Compost

- Where possible, compost your food scraps.

### WATER

#### Drinking water

- Provide drinking fountains or water stations for refilling water bottles and include the locations on maps.

For not-for-profit events, Wannon Water provides mobile drinking fountains free of charge.

For more information visit [www.wannonwater.com.au](http://www.wannonwater.com.au)

#### Waterways and drains

- Position food and other high-waste areas away from waterways to prevent rubbish entering them.

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- Avoid distribution of balloons at outdoor events. For more information visit: [www.zoo.org.au/balloons](http://www.zoo.org.au/balloons)

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- Use environmentally friendly soaps and detergents to ensure chemicals don't end up in our waterways.

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- Do not put anything other than water down drains, including oils and chemicals.

#### Reduce water use

- Where possible, ensure toilets have a dual flush function and use water efficient basins.

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- Consider compostable toilet systems.

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- Arrange for water leaks to be fixed as soon as possible once identified.

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- Use a broom, brush or rake to clean outdoor paths and paving.

## ENERGY & GREENHOUSE GAS EMISSIONS

### Efficiency

- Reduce power use where possible, such as turning the lights off when they are not in use.
- If you can't use natural lighting at your event, select low-wattage bulb such as LEDs, fluorescents and tungsten halogens.
- Strategically place sound systems so their effectiveness is maximised, reducing energy consumption.
- Measure or calculate your energy usage and arrange carbon offsets.

### Onsite renewable

- Consider on-site solar supported by batteries.

### Green Power

- Opt for the highest possible percentage of GreenPower in your power agreement.

### Offset

- Consider offsetting your greenhouse gas emissions.

## SUSTAINABLE TRANSPORT

### Public transport

- Ensure that there are numerous public transports options within walking distance to the event.
- Partner with public transport providers or through providing other incentives such as giving discounts for event entry to those travelling on public transport.
- Schedule activities to coincide with public transport timetables.

### Other

- Encourage bicycle travel by providing secure bike rack facilities.
- Promote carpooling through event promotions or offer incentives such access to preferred parking spots or discounted registration / entry fees.
- Reduce greenhouse emissions through bulk purchasing, dual purpose trips and planning ahead.

## OTHER

### Sustainable food

- Are you sourcing food locally?
- Is the food in-season or organic?
- Is the food Fair Trade accredited?
- Is the food vegetarian or vegan?

### Education

- Advise caterers, food vendors and participants about your event to get them on board with being more sustainable.
- Develop an education plan to communicate the sustainability principles of the event.

Consider environmentally friendly ways to promote your event such as online promotions, multi-use posters and flyers, reducing the size of disposable flyers and ensuring materials consumed are sustainable (eg: recycled paper and environmentally friendly ink).

### Green purchasing

- Source green products and suppliers at [geca.eco/product-finder/](http://geca.eco/product-finder/) searching by keyword, product category or location.
- For more information on suppliers of sustainable services and products contact Sustainable Living Festival email: [info@slf.org.au](mailto:info@slf.org.au) or phone: (03) 9663 2525.
- Advise stakeholders that you want to implement green purchasing in your event planning.

### Biodiversity

- Reduce the impact you have on your surroundings and protect our flora and fauna.