

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

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

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

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

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

- 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.

- 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.

- 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.

- 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.

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

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

- 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).

- 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

Waterways and drains

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

- Avoid distribution of balloons at outdoor events. For more information visit: www.zoo.org.au/balloons

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

- 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.

- Consider compostable toilet systems.

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

- 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/ 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 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.