

# Organising a Sustainable Event

The City is committed to ensuring community events have minimal environmental impact and promote sustainability.

Use this handy checklist for guidance on how to run a sustainable event:

<b>Waste Prevention</b>	
	Offer reusable cutlery, cups, plates, glasses etc OR provide compostable disposable options.
	Reduce single use plastics by discouraging plastic bags (including bin liners), straws, packaging, bottles etc.
	Ensure NO balloons or beanbags are used at the event by yourselves or others. The City does not support the use of balloons at events.
	Borrow the City's water-refill stations and water fountains to reduce the number of plastic bottles used at your event.
	Keep printed marketing materials to a minimum.
<b>Waste Management</b>	
	Contact the City's Waste Services team to discuss your waste management needs. The City will provide waste and recycling bins for a fee. It is compulsory to have sufficient bin volume to ensure they do not overflow, causing litter.
	Borrow the City's bin signage wraps to help attendees use bins correctly and promote recycling.
	Promote your event as a Wastewise event. The City has promotional materials that can be used for this, including our educational trailer which is available to hire.
	Ensure there is a plan in place for dealing with litter during and after the event.
<b>Procurement</b>	
	Choose local suppliers for services and products wherever possible.
	Source sustainable, recycled and environmentally responsible products wherever possible.
<b>Energy and Emissions</b>	
	Consider ways to reduce energy consumption before, during and after your event.
	Calculate the emissions generated by your event and purchase carbon offsets to minimise the environmental impact of your event.
<b>Water</b>	
	Increase water efficiency and minimise unnecessary water consumption.
<b>Transport</b>	
	Consider the location of your venue to ensure access to public transport.
	Encourage patrons to walk and cycle to the event wherever possible.
	Provide secure bike parking at your event.

Contact the City's Sustainability Officer or Waste Education Officer at [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au) for more ideas and advice.