



# Sustainable Events

## Checklist

Event checklist		Yes / No / N/A
<b>Sustainability focus area</b>	<b>Checklist</b>	<input type="checkbox"/>
<b>Waste Prevention</b>	Has bio-degradable or non-disposable servingware (cutlery, plates, cups etc.) and packaging been sourced?	<input type="checkbox"/>
	Is this event plastic bag free?	<input type="checkbox"/>
	Balloons are not to be given away or released during events. Do you comply?	<input type="checkbox"/>
	Styrofoam is not permitted at events (includes beanbag filler). Do you comply?	<input type="checkbox"/>
	Have you worked with food vendors to reduce their use of single use items?	<input type="checkbox"/>
	Have you encouraged event patrons / participants to BYO reusable water bottles, coffee cups and bags?	<input type="checkbox"/>
	If considering fireworks at your event, have you looked at other options such as a laser light display?	<input type="checkbox"/>
<b>Waste Management</b>	Are recycling bins / facilities available onsite?	<input type="checkbox"/>
	Are there optimal bin numbers for the size of the event?	<input type="checkbox"/>
	Is there adequate signage / information for patrons to dispose of their waste properly?	<input type="checkbox"/>
	Have local waste disposal services (composting/recycling) been utilised?	<input type="checkbox"/>
	Do you have a plan in place for dealing with litter from your event?	<input type="checkbox"/>
<b>Procurement</b>	Has printed advertising material been kept to a minimum?	<input type="checkbox"/>



	Have recycled paper and vegetable inks been used where possible in marketing materials?	<input type="checkbox"/>
	Have Fairtrade products been considered where possible?	<input type="checkbox"/>
	Have local suppliers been considered where possible?	<input type="checkbox"/>
	Have sustainable, recycled / recyclable and environmentally responsible products been sourced where possible?	<input type="checkbox"/>
	Do procurement choices reflect the Waste Prevention checklist (1) above?	<input type="checkbox"/>
<b>Energy &amp; Emissions</b>	Is lighting able to be shared by multiple stalls/exhibitors/vendors?	<input type="checkbox"/>
	Has someone been appointed to make sure that all equipment 'not in use' is turned off?	<input type="checkbox"/>
	Where possible, have you calculated the carbon emissions produced by the event and offset them?	<input type="checkbox"/>
<b>Water</b>	Are free drinking fountains / stations available for public use?	<input type="checkbox"/>
	Have you ensured that no discharge of waste water will occur into drains or outdoor environments?	<input type="checkbox"/>
	Have you used environmentally safe cleaning products to prevent chemical contamination of waste water?	<input type="checkbox"/>
<b>Transport</b>	Have you provided sustainable transport access information to patrons / participants?	<input type="checkbox"/>
	Will there be provision for bike racks?	<input type="checkbox"/>
	Is the venue physically and culturally accessible to all members of the public?	<input type="checkbox"/>
<b>Venue</b>	If present, have vulnerable species or ecosystems been considered in choosing event site, with appropriate damage prevention measures being taken?	<input type="checkbox"/>
	Have you considered the environmental impact of heating / cooling in the venue?	<input type="checkbox"/>