



# GREEN YOUR EVENT

## BIGGER EVENTS

*There are plenty of ways you can help reduce the environmental footprint of your event - big or small, on campus or off. The main thing is to start somewhere and work up!*

### PLANNING AND VENUE

- Select venues that demonstrate a commitment to sustainability. Ask how they support sustainability and consider including this in your promotion
- Consider access to public transport
- Consider sourcing materials and services from social enterprises
- Consider opportunities to hire, borrow and reuse equipment
- Consider video/phone conferencing.

### PROMOTION

- Avoid junk give-aways and show bags. Tell your suppliers and partners too
- If promotional items are essential, choose sustainable items, like cotton bags, eco-stationery, etc.
- Send invitations online via social media and apps such as greenvelope
- Make use of QR codes and short URLs to direct people to relevant digital information
- Use online registration to predict attendance
- Send event confirmation electronically to eliminate printed tickets, and remind attendees to avoid printing
- Minimise posters and flyers and don't over order
- Use electronic and online resources as much as possible
- Where printed materials are necessary, choose recycled paper
- Exclude dates on banners, flags and designs to facilitate reuse at multiple events
- Minimise single-use decorations
- Promote your sustainable initiatives at the event (tell people what you've done).

### WASTE & RECYCLING

- Try to reduce packaging (and ask your suppliers to do the same)
- Reuse old name tags (collect again for re-use)
- Minimise printed hand-outs
- Use recycled paper and print on both sides
- Minimise food waste. Don't over-cater, and plan ahead to avoid surplus food



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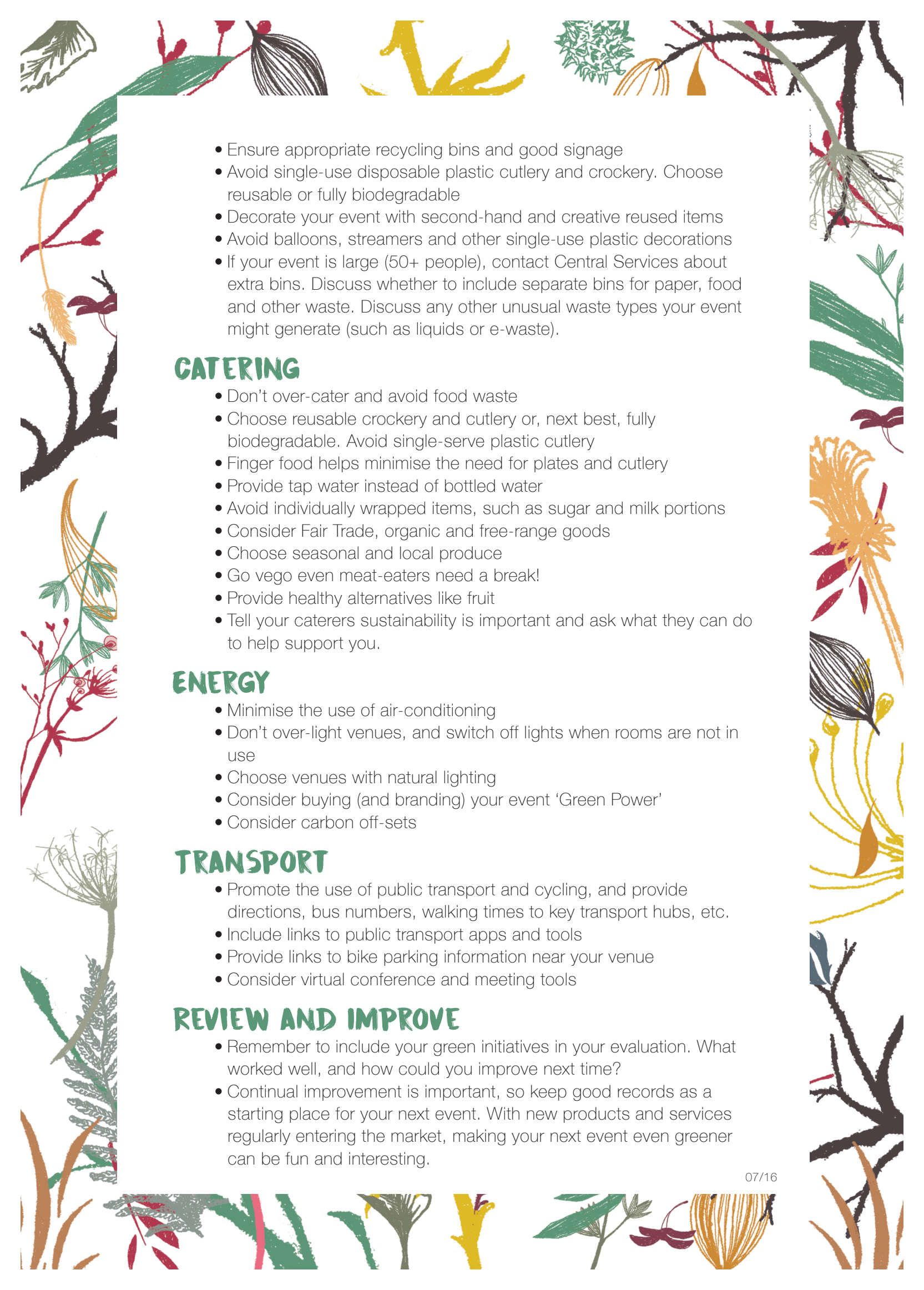
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- A decorative border surrounds the page, featuring various botanical illustrations in a hand-drawn style. The colors include green, yellow, red, and black. The illustrations include leaves, stems, flowers, and seed pods, arranged in a vertical strip along the left and right edges of the page.
- Ensure appropriate recycling bins and good signage
  - Avoid single-use disposable plastic cutlery and crockery. Choose reusable or fully biodegradable
  - Decorate your event with second-hand and creative reused items
  - Avoid balloons, streamers and other single-use plastic decorations
  - If your event is large (50+ people), contact Central Services about extra bins. Discuss whether to include separate bins for paper, food and other waste. Discuss any other unusual waste types your event might generate (such as liquids or e-waste).

## CATERING

- Don't over-cater and avoid food waste
- Choose reusable crockery and cutlery or, next best, fully biodegradable. Avoid single-serve plastic cutlery
- Finger food helps minimise the need for plates and cutlery
- Provide tap water instead of bottled water
- Avoid individually wrapped items, such as sugar and milk portions
- Consider Fair Trade, organic and free-range goods
- Choose seasonal and local produce
- Go vego even meat-eaters need a break!
- Provide healthy alternatives like fruit
- Tell your caterers sustainability is important and ask what they can do to help support you.

## ENERGY

- Minimise the use of air-conditioning
- Don't over-light venues, and switch off lights when rooms are not in use
- Choose venues with natural lighting
- Consider buying (and branding) your event 'Green Power'
- Consider carbon off-sets

## TRANSPORT

- Promote the use of public transport and cycling, and provide directions, bus numbers, walking times to key transport hubs, etc.
- Include links to public transport apps and tools
- Provide links to bike parking information near your venue
- Consider virtual conference and meeting tools

## REVIEW AND IMPROVE

- Remember to include your green initiatives in your evaluation. What worked well, and how could you improve next time?
- Continual improvement is important, so keep good records as a starting place for your next event. With new products and services regularly entering the market, making your next event even greener can be fun and interesting.

## QUICK CHECKLIST

- Use digital promotion and marketing
- Minimise printing
- Avoid junk give-aways
- Explore video/phone conferencing
- Promote public transport and cycling
- Vegetarian and healthy catering
- Organic, free-range and Fair Trade options
- Reusable or biodegradable crockery, cutlery and cups
- Avoid single-use plastic items (including plastic bags)
- Provide tap water
- Provide recycling bins and signage
- Sustainable decorations
- Minimise energy use
- Promote your sustainable initiatives at the event!
- Green initiatives included in review and evaluation

## FOR MORE HELP CONTACT

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**UTS:GREEN**

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HIT THE PLAY BUTTON