



# GREEN YOUR EVENT

## SMALLER EVENTS

*Supercharge your event with these quick green suggestions.  
Even a few small steps help make the world a better place!*

### PROMOTION

- Use social media and digital flyers for promotion – minimise printing
- Avoid junk give-aways
- Promote your sustainable initiatives at the event. Tell people what you've done – they'll be impressed!
- Get in touch with ActivateSocial to find out about promotion around campus

### WASTE & RECYCLING

- Minimise printed hand-outs
- Choose reusable and paper cups – never Styrofoam which lasts 200 years in landfill!
- Avoid disposable plastic cutlery. Choose reusable or fully biodegradable items
- Avoid balloons, streamers and other single-use plastic decorations. If using balloons, remember foil balloons can be reused

### FOOD AND BEVERAGE

- Minimise food waste. Don't over-cater, and plan ahead to avoid surplus food
- Choose finger food to avoid plates and cutlery
- Include healthy options
- Opt for reusable crockery and cutlery or, next best, fully biodegradable. Avoid single use plastic items. (Biodegradable and compostable cups and lids are used in all ActivateUTS cafes)
- Use caterers with a focus on sustainability such as Aerial Function Centre and Bites Catering

### TRANSPORT

- Promote public transport and cycling, and provide directions, bus numbers, walking times to key transport hubs, etc

### REVIEW AND IMPROVE

- Record what green initiatives worked well, and how you could improve next time

## 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

**UTS Green**

**ActivateSocial**

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