

# Sustainable Events Guidelines

**Sustainable Events are becoming commonplace nationally and globally, as public expectation increases for lower carbon emissions and less environmental impacts. They provide a better experience for patrons and demonstrate a commitment to environmental sustainability. All areas of event management provide opportunities to make environmental and cost savings and these guidelines are designed to assist you to make your event more sustainable.**

- Think Social, Environmental, Economic – right from the start
- Take a whole event approach – energy, water, waste, transport, and procurement
- Choose the right site
- Influence your supply chain – factor sustainability clauses into contracts and tender specifications
- Champion - link in with a relevant ‘celebrity’ to act as the sustainability champion for the event
- Review – post-event review offers continuous improvement, and good news to share

**Some key points to consider are listed below, with a checklist of suggested actions overleaf.**

## Venue & site (including transport)

- If inside, choose venue with natural ventilation and lighting (or independent controls in each space to isolate areas in use)
- Stage, light and sound (work with technical team for efficient energy use and low impact on local community; consider emissions offsets)
- Water (reduce use, prevent water pollution)
- Infrastructure, décor (reused/reclaimed materials; design to disassemble and reuse)
- Toilets and showers (water efficient, recycled paper / washable linen)
- Shuttle-services, car-pooling, bike-parking and lockers, public-transport information

## Catering

- Commitment from suppliers (written agreement or policy)
- Investigate reusable crockery (with an EHO approved wash & sanitising system), otherwise recyclable or compostable options
- Cater to numbers (RSVPs, or previous attendance numbers)
- Sustainable food (fresh/seasonal, fair-trade, not individually wrapped items like sugar sachets or giveaway mints)
- Tap water if safe for drinking (the water corporations may have drinking water trailers available for outdoor events)

## Waste

- Event packaging (reduce, reuse, recycle, or make sure it is easy to compact for disposal)
- Consider a container deposit system at your event (eg impose small fee per drink which is refunded on return of container for recycling)
- Logistics (bin numbers and placement plan; ensure venue has waste management procedures or capacity to have recycling collections)
- Management (cleansing schedule during event)
- Signs (at bins and around event)
- Arrange collection of unwanted usable food for charities (eg SecondBite)
- Evaluate (audits, or volumes from contractor/s)

## Information communication (and printed material)

- Communicate electronically
- Design & print green (post-consumer recycled stationery, veg-inks, layout, double-side)
- Can promotional materials be reused? (have dates/sponsors on separate banners)
- Utilise modern technology (electronic signs, projections)
- Promotional products available at event – try to avoid (or ‘buy green’ alternatives)

Event organisers are recommended to contact the relevant local Council Environmental Health Officer regarding Public Health Act Public Event licensing requirements.

## Suggested actions you can take towards your sustainable event:-

<b>First steps</b>	<b>Tick</b>	<b>Things to work towards</b>	<b>Tick</b>
Remember, it may not be possible to do everything for every event.		<b>Transport</b>	
		Provide shuttle services, car-pooling or bike-valets	<input type="checkbox"/>
		Provide public transport information with event promotions (and/or offer discounts)	<input type="checkbox"/>
<b>Waste</b>		<b>Catering</b>	
Reduce, reuse, or recycle event packaging by working with waste collectors and suppliers	<input type="checkbox"/>	Have sustainability agreements with vendors	<input type="checkbox"/>
Provide recycling bins as well as general waste at each bin site (bin sites 12m apart)	<input type="checkbox"/>	All packaging and crockery to be recycled or composted (eg food-grade cornstarch plates)	<input type="checkbox"/>
[Regional waste management groups have colour-coded bin lids available for events]		Request caterers use in season certified organic, locally sourced and accredited fair trade food	<input type="checkbox"/>
Have recycling bin monitors	<input type="checkbox"/>	<b>Site Management</b>	
Ensure bins are regularly emptied	<input type="checkbox"/>	Dedicated site sustainability coordinator	<input type="checkbox"/>
Provide cigarette butt bins	<input type="checkbox"/>	Provide training for all onsite staff on sustainability measures	<input type="checkbox"/>
Arrange collection of unwanted usable food for charities (eg SecondBite)	<input type="checkbox"/>	Service agreements with contractors, cleansing teams, food suppliers to ensure they are aware of requirements to make your event sustainable	<input type="checkbox"/>
Compost organic waste	<input type="checkbox"/>	Investigate & reduce food miles and footprint for the event overall	<input type="checkbox"/>
<b>Energy</b>		<b>Energy</b>	
Seek venues with energy efficient measures in place for lighting and ventilation (or investigate offsetting carbon emissions)	<input type="checkbox"/>	Use biodiesel generators for outdoor events	<input type="checkbox"/>
Ensure energy efficient light and sound	<input type="checkbox"/>	<b>Water</b>	
Low impact on local community from light and sound diffusion	<input type="checkbox"/>	Reduce water use from caterers	<input type="checkbox"/>
<b>Water</b>		Ensure any waste-water management systems are designed in accordance with best practice	<input type="checkbox"/>
Offer safe drinking water (for re-fills) instead of individual bottles	<input type="checkbox"/>	<b>Promotion</b>	
Seek venue with water efficient measures	<input type="checkbox"/>	Create décor or other infrastructure from reused/reclaimed materials	<input type="checkbox"/>
Prevent pollution of local waterways from site runoff, litter and chemicals	<input type="checkbox"/>	Design promotional and display material for disassemble and reuse	<input type="checkbox"/>
<b>Promotion</b>		Use modern technology for signs and displays to reduce waste from one-off printed materials	<input type="checkbox"/>
Advertise event as 'sustainable' in all pre- and during-event promotions	<input type="checkbox"/>	<b>Waste</b>	
Communicate electronically where possible	<input type="checkbox"/>	Waste management plans developed for each event according to venue capabilities and types of stalls	<input type="checkbox"/>
Design and print green (post-consumer recycled stationery, vegetable-based inks, space-efficient layout, double-side)	<input type="checkbox"/>	Container deposit system for the event to recover all containers for recycling, helps reduce waste disposal costs (use volunteers or have a refund station)	<input type="checkbox"/>
Have sustainability info signs around event	<input type="checkbox"/>		
Can promotional materials be reused? (have dates/sponsors on separate banners)	<input type="checkbox"/>		
Promotional products available at event – try to avoid (or use durable bags and 'buy green' fillers such as recycled paper pens, shower timers, wind-up torches)	<input type="checkbox"/>		
<b>For more examples and initiatives, see</b>			
<a href="http://www.slf.org.au/eventplanner/home">http://www.slf.org.au/eventplanner/home</a>			

## CONTACT DETAILS

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