

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:-

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

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