

# Sustainable Event Checklist

Sustainability focus area	Checklist	Yes / No / N/A
Event Planning	Have you ensured all event licencing requirements are considered prior to the event?	
	Have you researched your venue and event procurement needs thoroughly?	
Waste Prevention	Have non-disposable or compostable (paper, bamboo, wood, etc.) event production materials (cutlery, plates, cups, packaging, etc.) been sourced?	
	Is this event plastic shopping bag free?	
	Balloons are not to be given away or released during events. Do you comply?	
	Expanded polystyrene is not permitted at events (included food containers, trays and beanbag fillers). Do you comply?	
	Disposable plastic straws, stirrers, cutlery, plates, bowls without lids, food containers without lids (and cups for cold drinks from October 2022) are not permitted. Do you comply?	
	Have you worked with food vendors to avoid other single use items?	
Waste Management	Have you encouraged event patrons / participants to BYO reusable water bottles, coffee cups and bags?	
	Are appropriate recycling / organics and general waste bins available onsite?	
	Are there optimal bin numbers for the size of the event?	
	Is there adequate signage / information for patrons to dispose of their waste properly in a convenient location?	
	Have local waste disposal services (composting/ recycling) been utilised?	
	Do you have a plan in place for dealing with litter from your event?	

Sustainability focus area	Checklist	Yes / No / N/A
Energy & Emissions	Is lighting and power able to be shared by multiple stalls/exhibitors/vendors?	
	Has someone been appointed to make sure that all equipment 'not in use' is turned off?	
	Where possible, have you estimated the carbon emissions produced by the event and reduced / offset them?	
Procurement	Has printed advertising material been kept to a minimum?	
	Have recycled paper and vegetable inks been used where possible in marketing materials?	
	Have local staff, suppliers and stallholders been considered where possible?	
	Have sustainable, recycled / recyclable and environmentally responsible products been sourced where possible?	
	Do your procurement choices reflect the Waste Prevention checklist above?	
Water	Are free drinking fountains / stations available for public use?	
	Have you ensured that no discharge of waste water will occur into drains or outdoor environments?	
	Have you used environmentally safe cleaning products to prevent chemical contamination of waste water?	
Transport	Have you provided sustainable transport access information to patrons / participants?	
	Will there be provision for bike racks?	
	Have you promoted incentives for patrons using sustainable transport options?	
Venue / Event Space	If present, have vulnerable species or ecosystems been considered in choosing event site, with appropriate damage prevention measures being taken?	
	Have you considered the environmental impact of heating / cooling the venue?	
	Is the venue physically and culturally accessible to all members of the public?	
Event Evaluation	Have you reviewed your costs and consumption data for water, waste and energy?	
	Have you recorded how many bins worth of waste, recycling and compost were generated?	