

Sustainable Event Checklist



Use this easy-to-follow checklist to help minimise the impact your event has on the environment and improve your user experience by providing a better, more efficient way to do the right thing.

Waste

Consider better packaging

- Buy bulk to reduce the need for packaging
- Select materials that reduce waste and litter and are easily recycled.
- Ask Vendors to choose responsibly.

Setting up bin stations

- Calculate the right number and type of bins by considering available space, expected attendance and vendor type
- Each bin station should have all streams side-by-side (general waste, recycling and if required, organics).
- Place the bins close to the eating areas.

Effective signage

- Use standard, easy to read signs, including: directional signage to closest bin station, what goes in what bin, and signage encouraging BYO containers, bottles, cups, etc.
- Signage is available on our Bayside events page: www.bayside.vic.gov.au/sustainable-events-guidelines

Reuse where possible

- Use washable and reusable crockery and cutlery rather than single-use disposables
- Or use recyclable plates, forks, knives etc.
- If you have to use single-use items, make sure they are compostable/recyclable.

Reduce as much as you can

- Encourage caterers and food vendors to receive their fresh produce in re-usable boxes, rather than single-use disposables such as foam boxes.
- Or, use reusable/recyclable materials for catering.

Compost what you can

- Where an organics stream is required (For events with more than five food vendors) ensure that your organics collector can accept compostable packaging.
- Confirm their requirements and let your vendors know

Water

Cleaning

- Use washable cleaning cloths rather than disposable paper towel
- Always use environmentally friendly soaps, detergents etc.

Water wise toilets

- Where possible, ensure toilets have a half-flush function and use water efficient basins.

Drinking water

- Provide tap water instead of bottled. Portable water fountains or “hydration stations” can be hired through South East Water.
- During promotion, and event registration, encourage attendees to BYO water bottle.

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Energy

Power use

- Reduce power use where possible
- Turn off lights when not in use,
- Use solar where possible
- Offset your greenhouse emissions if you can

Other

Sourcing local food

- Aim to use local vendors who source all or majority of their produce locally.

Communicate

- Tell caterers, vendors and attendees that you're a sustainable event organiser
- Share your expectations upfront to encourage buy-in and support.

Biodiversity

- Reduce the impact you have on your surroundings and protect flora and fauna.
- This includes being mindful of temporary structures being built, collecting any litter left over, etc.

Transport

- Choose a venue with easy access to public transport to minimise the amount of car traffic to the event.
- Provide bike rack storage.

Waste Promotion

- Engage Bin monitors to help patrons use the right bins and conduct random audits throughout the day.
- Litter patrols are also an effective strategy.

Monitoring and Reporting

Ask your waste and recycling contractors to provide reports on waste data and try and improve each year.

Clean up

- Ensure that the site is returned to its original state.
- Avoidance
- Remember that the avoidance of waste in the first place is always the most preferred and effecting waste management strategy.

