

- economically viable
- socially just
- environmentally sound

Wollongong City Council

SUSTAINABLE

EVENTS

CHECKLIST



wollongong
city of innovation

Acknowledgment of Country

Wollongong City Council would like to acknowledge and pay respect to the Traditional Custodians of the Land, to Elders past and present, and extend that respect to the Aboriginal and Torres Strait Islander people residing within the Wollongong Local Government area.

Sustainable Event Checklists

These checklists can be used when organising an event as a quick guide to help you incorporate some key sustainability actions into your practice. These checklists are certainly not exhaustive; however it should prompt you to consider sustainability actions. Simply select actions that are applicable to your event and ensure regular reviews for continued improvement. For more detailed suggestions, based on the size of your event, please refer to the Sustainable Events Guide.

Sustainable Event Checklists

Waste Reduction and Resource Recovery

Action	Yes	No	N/A	Comments
Develop a waste management plan so you can identify the waste streams that will be generated at your event, and the number of bins required.				
For small events (Category 1) mixed recycling should be provided at a minimum in addition to waste to landfill bins.				
Medium and large events should aim for full resource recovery – recycling, landfill and composting/organics.				
Waste stations should have adequate signage, such as signs and stickers indicating what goes in what bin and placed in high traffic areas.				
Apply to Wollongong Council's Waste Wise program to borrow bins, bin caps, overhead signage and bin stickers.				
Create a site plan for bin placement throughout the event site. Recycling, composting and general waste services should always be provided together and no more than 14 metres apart in main event areas if possible.				
Trained bin monitors are recommended to minimise waste contamination and should be at each waste station.				
Educational announcements on proper waste disposal should be made at consistent intervals at the event.				
Ensure adequate bin cleaning and servicing throughout the event.				
No single use plastic items should be used such as straws, plastic bags, coffee cups, stirrers, food containers, cutlery, balloons, confetti, and giveaways.				
Cups / plates / food containers/ cutlery used at the event should be able to be reused, recycled or composted. If you have an organics bin, containers and cups should be compostable to AS 4736.				
Check stallholders are using correct products and no single use plastics are being used during the event.				
Request stallholders take their own back of house waste with them or provide additional dedicated bins for these waste streams to be appropriately managed.				
Promote your event as Waste Wise and Single Use Plastic Free, so people know to bring their own BYO water bottles, coffee cups & bags.				
Add extra cost to single use items to encourage reusable items or offer a discount for reusable cup use.				
Collect basic waste information such as kg waste recycled, composted and sent to landfill, with the aim to improve sustainable waste outcomes and resource recovery in future events.				

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Energy Efficiency

Action	Yes	No	N/A	Comments
Review the energy requirements of the event.				
Choose energy efficient appliances and lighting (LED, solar) when purchasing or leasing new equipment and appliances.				
Use modern, fuel saving generators and monitor use to reduce running time.				
If the event is inside, set thermostats within a 24-27°C range depending on the season.				
Communicate energy objectives early to suppliers and stallholders. Energy requirements could also be written into supplier or stallholder agreements, for example: <ul style="list-style-type: none"> Utilising energy efficient equipment and appliances that have a high Energy Rating label. Minimising the use of diesel generators and locate generators away from food, gathering or high foot traffic areas (to reduce noise and reduce pollution). Minimising equipment idling or encouraging or supporting fuel substitution and/or storage (i.e. biodiesels and batteries). Ensuring appropriate equipment placement to allow airflow, considering air quality and efficient use of natural light/shading where appropriate. 				
Collect energy data and calculate greenhouse gas emissions generated. Consider gaining carbon certification and offsetting event emissions (i.e. through tree planting programs) to make your event carbon neutral.				

Transport

Action	Yes	No	N/A	Comments
Encourage and promote sustainable transport options, ensuring maps, timetable information and travel times are shared and available online.				
Depending on the size of your event, provide extra bike racks, storage lockers, change rooms etc. to encourage people to ride or walk to your venue.				
Provide a 'park 'n' ride' transport hub within 5km radius of your event.				
Provide a shuttle bus from public transport hubs.				
Source locally, from as few suppliers as possible, to reduce freight and logistics (i.e. performers, staff, suppliers, food, materials).				
If accommodation is required, consider proximity to site or public/active transport.				
Provide an opportunity for attendees to utilise travel offsets (encourage at booking).				

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Water Management

Action	Yes	No	N/A	Comments
Check you don't have any leaking taps or appliances.				
Choose water efficient appliances and fixtures when purchasing or leasing water related equipment and appliances (i.e. low flow/water saving taps and taps with an automatic stop mechanism).				
Provide accessible water to event goers, such as hiring portable water bottle refill stations or a water refill trailer.				
Encourage and promote attendees to bring their own water bottles so they don't need to buy bottled water, and/or sell reusable bottles.				
For inside venues provide water stations with jugs of water and glasses for delegates.				
Choose a hired toilet provider that is either water efficient, compostable, waterless or uses 'grey water'.				

Food and Catering

Action	Yes	No	N/A	Comments
Encourage your caterer or stallholders to address the following areas in developing their menu: <ul style="list-style-type: none"> Encourage locally grown, seasonal produce where possible. Encourage organic food where possible. Encourage stallholders / caterers to offer vegetarian and/or vegan options. Encourage sustainable seafood. Refer to the Sustainable Seafood Guide to choose wisely. Encourage prioritisation of suppliers that are Fairtrade. 				
Engage a social enterprise to do your catering.				
Via contract, specify that no single use plastic items such as cups, straws, plastic bags, stirrers, containers or cutlery are to be used.				
All cups / plates /food containers/ cutlery used at the event must be reusable, recyclable or made from compostable materials.				
Have an organics waste bin so waste food can be composted.				
Add extra cost to single use items to encourage reusable items and/or provide or sell reusable bottles or cups to your attendees for use across your event.				
For conferences- If you have excess food, partner with an organisation that collects leftover food and redistributes it to people in need. In the Illawarra there are a number of organisations that will accept food leftovers, given they have been safely handed and still suitable for consumption following food safety standards.				

Sustainable Event Checklists

Procurement

Action	Yes	No	N/A	Comments
Communicate with suppliers the sustainability objectives of the event and develop a 'preferred products' list with consumables suppliers.				
Purchase items that are made out of recycled material, are recyclable, reusable or have a guarantee that they are made to last.				
Include tailored specific sustainability requirement in contracts or agreements (e.g. no single use plastics to be used).				
Purchase locally made products (low carbon miles).				
Support sharing goods and services (hiring or leasing), rather than buying.				
Purchase products with an environmental or social certification, such as Forest Stewardship Council (FSC), Rainforest Alliance, Australian Organic, Fairtrade or Carbon neutral.				
Work with suppliers to incorporate circular economy principles to determine how event materials can be used for multiple events and reused at end of life.				
Check the companies you purchase from have a clear understanding of their supply chain – where things come from and how they are made, including awareness of key environmental and social risks their products may be contributing to.				

Merchandise and Signs

Action	Yes	No	N/A	Comments
Aim for an event that is as paper free as you can and use electronic versions whenever possible.				
Minimise printed promotional materials by using online resources and electronic event communication tools. This includes invites, programs, maps and materials for event planning such as agendas or reports.				
If print materials are essential, ensure they are double sided, Forest Stewardship Council certified and on 100% recycled or carbon neutral paper.				
Avoid showbags, balloons and non-sustainable giveaways from sponsors and vendors.				
Design signs and banners to be reusable, such as avoiding dates or themes that require year on year new printing or can be modified easier.				
Request recycled, PVC free or other sustainable options when printing signs.				

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Measuring, Marketing and Engagement

Action	Yes	No	N/A	Comments
If your event is Waste Wise and Single Use Plastic Free promote these initiatives when advertising your event.				
Implement a Communications and Engagement Plan that commits to sustainability outcomes and clearly and consistently communicate your environmental commitments and achievements pre, during and post event.				
Actively engage and educate the community by showcasing your sustainability credentials and initiatives through pre/post event messaging.				
Ensure you have a system in place to monitor the energy, transport, waste and water data of the event. This will enable you to verify public statements but importantly document learnings and opportunities for the next event.				
Collaborate with sponsors, suppliers, stallholders, performers, event attendees, staff, venue owners to find value and stories in what you are doing and promote it.				
Prominently display sustainability initiatives in key congregation and viewing areas such as adjacent to stalls, toilets, stages and bin clusters to raise awareness, communicate objectives and achieve behaviour change.				



Contact us

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You can also use the number above for after hours Council-related emergencies.

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