

Event Sustainability Checklist

Introduction

Some of the ideas and practices around sustainability are still new to many people so it's important that you're clear about what you want to achieve with your event and what part others will play in making this happen. It's important to be realistic. Ensuring you have the right people around to support the introduction of sustainable practice in your event will make you feel that you are not alone. Promoting your journey on the path to sustainability may also be an attractive prospect for supporting partners or sponsors.

Preparation

Consider the following steps to help you create a sustainability plan for your event's production, running and pack down.

- Appoint a person who will be responsible for encouraging sustainable event practice (a dedicated person who is concerned about environmental issues, try contacting a local environment group for support)
- Develop a working group and channels of communication involving your key event partners
- Allocate resources, time and money to achieve your aims

Aims

Having some clear goals will help you to develop a plan of action and identify who will become the key partners involved with achieving them. This is about identifying your group's motivation and making the most of their energy.

- What practices would you like to implement? Example - Better transport options.
- Why do you want to implement these practices? Example - As simple as, you travel by public transport or are a bike enthusiast.
- Who is going to help you make them happen? Example - Local transport provider, bicycle users group.
- How are you going to evaluate your achievements? Example - Survey, questionnaire or feedback from partners.

Each section listed below has a few brief notes of explanation and a quick checklist. Checklists are here to guide. You do not have to do everything. For further information you can follow the links provided or visit the SLF Events Planner.

- Transport options
- Energy use
- Waste Management
- Water Use
- Education and Communication
- Being Carbon Conscious

Transport

Transportation to and from an event is often the highest contributing factor to its environmental impact, whether it is to transport all the goods and services to the event or the people visiting the event. Event Organiser's site visits during planning and pack out should also be considered and accounted for when thinking about transport.

Sustainable Transport Checklist	Contact for support and	Yes	No
Have you considered the event venue or location in relation to public transport options and accessibility?	Transport providers		
Are you promoting public transport options through your website or other communication tools?			
Are you in contact with local public transport providers to advertise the event on trams, buses and trains and encourage visitors to travel by public transport?	Transport providers		
Could you provide bike racks or bike valets, to encourage bike travel?			
Have you considered encouraging visitors who may have flown to offset their impact through an accredited carbon offsetting company?	www.carbonoffsetguide.com.au/		

Energy Use

Energy use is an area within events where there have been some improvements. The nationally accredited Greenpower website has a service for the events community. It is advisable to see what options are available to reduce your energy use through understanding where you are using power. Something as simple as writing a list may help identify some energy saving opportunities. Being one of the less visible elements, it is also useful to communicate your efforts to those involved and the visiting public. Energy efficiency is also always cost efficiency; so all actions in this sector will save your event money.

Energy Use Checklist	Contact for support and information	Yes	No
Have you organised for the venue/site that have access to power from the grid to use 100% accredited green power	www.greenpower.gov.au/for-events.aspx		
If you use generators, have you asked the company if they can supply diesel generators that run on ethically sourced bio fuel or waste vegetable oil.			
Develop an energy saving guide for use by staff, contractors and stallholders. This could include anything as simple as ensuring people switch off unused lights.			
Promote your energy saving initiatives through any of your promotional activities and posters. This will send a positive message to the community of your practices.			

Education/Communication

This is the area where you can be creative and really promote how your actions are helping the local and wider environment. You may be able to access support through educational trailers or exhibitions which have been specifically designed to service community events. Visit the www.slf.org.au/eventsplanner/directory to find resources.

Education and Communication Checklist	Contact for support and information	Yes	No
Identify the stages and opportunities to share your plans to your community event partners, contractors, participants and visitors. Through a website, printed materials, newsletters and contracts would be some of the ways.			
Contact your water business, energy retailer or local council to see what educational installations or programs are available and what best suits your goals.			
Doing something out of the ordinary could really help you get your message out there, working with a local environment group or school may help facilitate this. Local papers always like to hear about a good community story.			

Water Use

Water conservation has become one of the main ways for reducing the environmental impact of an event. Every event requires water, drinking water being the most obvious need, but there are many others. Consideration for how it is to be used and saved should form part of your event plan.

Water conservation for the event can also occur in unseen ways. Embodied water is the water required to grow or produce something. Read here for further information [Embodied Water](#)

Water Conservation Checklist	Contact for support and information	Yes	No
Ask about which venues and sites have implemented or support water saving initiatives.			
Contact Yarra Valley Water for the use of their community event water trailer. This will help reduce bottled drinking water at the event, which will mean less waste and the need to recycle.	Yarra Valley Water Hydration Station		
Engage with Council and your event partners to explore the possibilities of grey water recycling at locations where water is used.			
Composting and waterless toilets are one of the simplest ways to eliminate the need for water and harmful chemicals. They are worth looking into but not ideal for every occasion.			
Communicate plans to your stakeholders, contractors, vendors and the public to help in the success of your actions.			

Being Carbon Conscious

Carbon offsetting is a means of paying a fee to help reduce or compensate fully for the carbon emissions the event has generated during the organising and running. Being a carbon neutral event does not necessarily mean you have organised an environmentally sustainable event.

If you want to have a 'carbon neutral' event then you will have to:

1. Reduce your carbon emissions through your sustainable event plan
2. Measure your emissions. See Carbon Calculator for guidance here: www.epa.vic.gov.au/ecologicalfootprint/calculators/event/introduction.asp
3. Finally, purchase carbon offsets, to account for the remaining emissions. Compare companies and schemes here: www.carbonoffsetguide.com.au/