



## Sustainable Event Checklist

This checklist can be used when organising an event as a guide to improve sustainability towards best practice. Please contact Sustainability at Charles Sturt [sustainability@csu.edu.au](mailto:sustainability@csu.edu.au) if you have any questions or need help organising a more sustainable event! [www.csu.edu.au/sustainability](http://www.csu.edu.au/sustainability).

Place a tick right of the action if you are planning to include that action (if not leave it blank or N/A).

### Leadership, Engagement & Partnering

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|--|--|
| The event has been planned and sustainability elements are strategically considered                      |  |
| Sustainability targets e.g., “plastic free event”, “carbon neutral event” have been set and communicated |  |
| Local organisations have been invited to partner in this event   |  |
| The event demonstrates best practice to all stakeholders and partners                                    |  |
| The event partners local community groups  |  |
| Other departments have been invited to partner with you on your event                                    |  |
| Online students have been/will be engaged with the event   |  |

### Materials & Equipment

|   |  |
|---|--|
| Provision of event materials will be electronic or mainly electronic to minimise printing   |  |
| Event materials are printed on recycled paper   |  |
| Event materials do not have dates and could be reused   |  |
| Event equipment is hired or loaned, not bought specifically for this event only   |  |
| Consider making the event ‘plastic free’ and promote to attendee’s and partners prior (e.g., encourage the use of reusable water bottles) “balloon free” or “single use plastic free event” |  |
| Prioritise the purchase of local products or recycled/reused products using sustainable materials   |  |
| If “giveaways” or promotional products are sourced for the event are they useful, good quality?<br>“Would I use this myself in six months’ time?”   |  |

### Food

|  |  |
|--|--|
| Require caterers and food traders to source sustainable food and beverage products (locally grown/produced, organic, free trade, etc)  |  |
| Ask for or obtain reusable crockery and cutlery e.g., glasses, coffee cups, plates and cutlery. Talk to your campus catering provider about sustainable options available through CHEERS. Sustainability at Charles Sturt can assist your staff area or student club set up a reusable catering pack |  |
| Consider providing reusable water bottles and/or keep cups as part of the event sponsorship  |  |
| Consider making the event ‘nude food’ or plastic free* or reduce plastic waste – think about tea/coffee/snacks in single wraps. Alternatives for hygiene concerns include jar/tongs, box/tins for tea bags and coffee, sugar   |  |
| If single use packaging is the only option, is plant material, bamboo and products made from recycled materials available?   |  |
| Ban the use of polystyrene containers and non-recyclable plastics (including polystyrene [#6 PS])  |  |
| Provide organic food waste collection (where available) and appropriate signage at events. E.g., lined caddy at tea/coffee station   |  |
| Dietary, cultural, religious and health related issues are considered when planning food options   |  |
| Consider vegetarian and/or vegan options or menu’s   |  |

### Waste Avoidance & Waste

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| Make a public pledge of a “Zero Waste” event (no waste to landfill)  |  |
| Determine how to minimise event production waste – e.g., storage re-use, borrow, rental  |  |
| Consider going single-use plastic bottled-water free and providing water refill points   |  |
| Create an on-site salvage point for all items that can be reused or gifted (e.g., nametags and lanyards)   |  |
| Establish a pickup system with Oz Harvest for uneaten food and the caterer   |  |
| No waste-producing throwaway items to be sold or given away by sponsors or stallholders  |  |
| Ensure food traders use bulk dispensers rather than single serve sachets or packets  |  |
| Communicate the waste system to stallholders before the day, and again at the event  |  |
| Instigate a triple-waste stream front of house to capture compostable, recyclable and general waste if possible with clear signage at each waste station   |  |
| Consider creative ideas for on-site attendee participation in waste recovery and segregation   |  |
| Consider volunteers to assist with waste collection, separation, and education on site   |  |
| At the end of your event do a visual audit of waste separation/contamination and utilise for planning future events  |  |
| <b>Water</b>   |  |
| Communicate with providers to be “plastic water bottle free”* event (single use)   |  |
| Estimate water requirements  |  |
| Determine how water is supplied to the event site. Make the event bottled water free (if refill stations are available ensure attendees are able to obtain or bring reusable bottles)                |  |
| Invite Council/Water Authority to promote their water sustainability programs  |  |
| Ask if toilets available have ‘low flush’ options and utilise other water saving features  |  |
| <b>Local Habitat, Safety &amp; Access</b>  |  |
| For outdoor events: investigate local waterways that may experience disturbance due to the event. Consider regulations protecting these waterways  |  |
| Consider legacy opportunities for regeneration, enhancement or protection of waterways. (e.g., Provide funding to the local Landcare group or sponsor a tree planting event around a local waterway) |  |
| Accessibility for those attendees with mobility and sensory impairment issues are identified and managed   |  |
| Channels are available for event attendees and general community to communicate with organisers  |  |
| The event ensures respect for, and acknowledgment of traditional owners  |  |
| Areas of ecological sensitivity on or near the event location/site are identified and managed if needed  |  |
| Areas of heritage conservation on or near the event location/site are identified and managed if needed   |  |
| Sound and lighting issues which may disrupt local amenity are identified and managed   |  |
| Traffic and congestion issues which may disrupt local amenity are identified and managed   |  |
| <b>Energy &amp; Transport</b>  |  |
| Consider offsets / purchase ‘green’ power to make your event carbon neutral – chat to Sustainability at Charles Sturt for more details   |  |
| Ask if renewable energy is used at the event site (e.g., promote XXX% of energy used for today’s event is from solar power)  |  |
| Utilise spaces with natural light / ventilation where possible to minimise energy costs  |  |
| Host events outside!   |  |
| Plan for energy/transport emissions of your attendee’s/partners – consider how to offset these   |  |
| Encourage attendees to use public transport or low energy transport for your event e.g. On campus walking / cycling, car share to other campuses   |  |

\* Please contact Sustainability at Charles Sturt [sustainability@csu.edu.au](mailto:sustainability@csu.edu.au) for more information and support in organising your event.