

Sustainable Event Management Procedure

Communicating Achievements (during and post-event)

An important part of sustainable event management is making people aware of your achievements both during and after the event. Promoting Council's sustainable events procedure and achievements helps set an example to the wider community. Examples of ways to promote the sustainability of events to the community include:

- Providing facts and figures in presentations associated with events briefings;
- Providing post-event reports to Council detailing successes;
- Displaying signage at the event detailing the measures undertaken i.e. sustainability messages i.e. reduce waste, please recycle;
- Using social media, various media publications, event promotional materials to detail the measures undertaken i.e. sustainability messages i.e. reduce waste, please recycle;
- Promoting on printed materials such as tickets & brochures that they have recycled content; and
- Publicising sustainable transport options.

Stallholder Conditions

Vendors are responsible for:

1. Taking all practical measures to avoid the generation of unnecessary waste from their area.
2. Using only materials approved by the event managers.
3. Ensuring all their waste goes into the correct bins.
4. Providing recyclable packaging wherever possible.
5. Using energy efficient equipment.

Sustainable Event Management Procedure Checklist

Event management staff are to complete this checklist two weeks prior to the event and submitted to the Sustainability Unit. The Sustainability Unit can provide support throughout this process.

Pre Event Mandatory Requirements

Question	Yes / No
Have you worked with the Sustainability Unit to implement this procedure?	
Will you engage with vendors and event staff in the planning phase of each event and then follow up afterwards?	
Have you promoted to the wider community Council's commitment to making events more sustainable?	

Pre Event Best Practice Questions

Question	Yes / No
Are you providing or promoting sustainable transport options?	
Have you asked the sound, stage production and entertainment providers how they have reduced the energy they use?	
Are energy efficient lighting options being used?	
Have you followed Council's Procurement Policy in relation to sustainability?	
Are all products purchased local or Australian made?	
Have you considered alternatives to water bottles or provided refill stations?	
Have you selected <i>any</i> of the following? (circle all that apply): Organic produce; Fair trade produce; Local and/or seasonal foods; Free-range meat and/or dairy; Vegetarian options; Sustainable meat options (e.g. kangaroo, which has a low environmental impact)	

Will you complete an assessment of the amount and type of waste produced from the event?	
Have you determined the location, number and servicing of bins and ordered them well in advance of the event?	
Have you ensured the location of the smoking area takes consideration of environmental issues such as littering?	
Are you using more permanent signs that could be used each year and avoiding paper handouts?	
Does each bin have a general waste bin next to a recycle bin with signage that makes it obvious for all patrons, including vendors, to know which bin to use?	
Does each bin have consistent signs/stickers, including existing park bins?	
Does the venue utilise any environmental initiatives?	
What measures are in place to ensure stallholders will conform to environmentally responsible terms and conditions of the event (e.g. responsible waste management)?	
Have you encouraged stallholders to improve on existing environmentally and socially responsible practices?	
Will you reward those stallholders for excellent or best environmental efforts at the event to encourage participation?	
Have you briefed all relevant event staff about this Procedure and how it applies to them?	

Tally your responses (out of a total of #18): ____ **YES** ____ **NO**

Sustainability Unit Approved:

Name: **Signature:** **Date:**

Comments: