



# Sustainable Event Checklist

Baw Baw Shire Council is committed to being environmentally sustainable at events. To achieve this we have put together this easy 16-step guide to assist you in being more sustainable.

## Waste

- 1. Packaging:** Reduce the use of packaging when buying food, but if necessary - select materials that reduce waste and litter and are easily recycled.
- 2. Calculate the right number of bins:** Consider both the area of space that you are going to use and the attendance you expect to calculate bin numbers.
- 3. Placement of bins:** Recycling and landfill waste bins need to be placed side-by-side to give people the option of either recycling or waste disposal. Place the bins close to food stalls etc.
- 4. Effective signage:** Use standard, easy to read signs to reduce confusion. A full signage library is available on the *Sustainability Victoria* website.
- 5. Reuse:** Use washable and reusable crockery and cutlery rather than single-use disposables or use recyclable plates, forks, knives etc.
- 6. Reduce:** 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.
- 7. Compost:** Where possible, compost your food scraps by creating a third food scraps bin.
- 8. Cleaning:** Use washable cleaning cloths rather than disposable paper towel.

## Water

- 9. Cleaning:** Always use environmentally friendly soaps, detergents etc.
- 10. Water wise toilets:** Where possible, ensure toilets have a half flush function and use water efficient basins.
- 11. Drinking water:** Bring back the tap! Aim to provide tap water instead of bottled. Portable water fountains can be hired via the *Gippsland Water* website, pending the event site has an active water supply the fountains can be connected to.

## Energy

- 12. Power use:** Reduce power use where possible, e.g. turn off lights when not in use.

## Other

- 13. Sourcing food:** Is the food being provided local? Or in season?
- 14. Communicate:** Tell caterers, vendors and participants about your program/event to get them on board with being more sustainable.
- 15. Biodiversity:** Reduce the impact you have on your surroundings. Protect flora and fauna!
- 16. Transport:** Choose a venue with easy access to public transport to minimise the amount of car traffic to the event.