

# Sustainable Events

A GUIDE TO RUNNING SUSTAINABLE EVENTS AND MEETINGS



## Introduction

In an era where the delicate balance between human activities and the health of our planet is becoming increasingly evident, the need for sustainable practices has never been more pressing.

Recognising the urgency of adopting environmentally conscious approaches, this guide is a practical tool for both in-house teams or external providers to create a successful and sustainable event, rooted in the principles of responsible resource management, environmental stewardship, and social responsibility.

## What is a sustainable event?

A sustainable event is one that aims to be **environmentally sound, economically viable and socially just**. To this end, the impact of all aspects of the event, including venue selection, transportation, catering, procurement and waste management must be considered.

## What are the benefits of a sustainable event?

- Cost reduction
- Minimises environmental impacts
- Supports local suppliers
- Promotes corporate social responsibility
- Reduces carbon footprint



## Venue selection

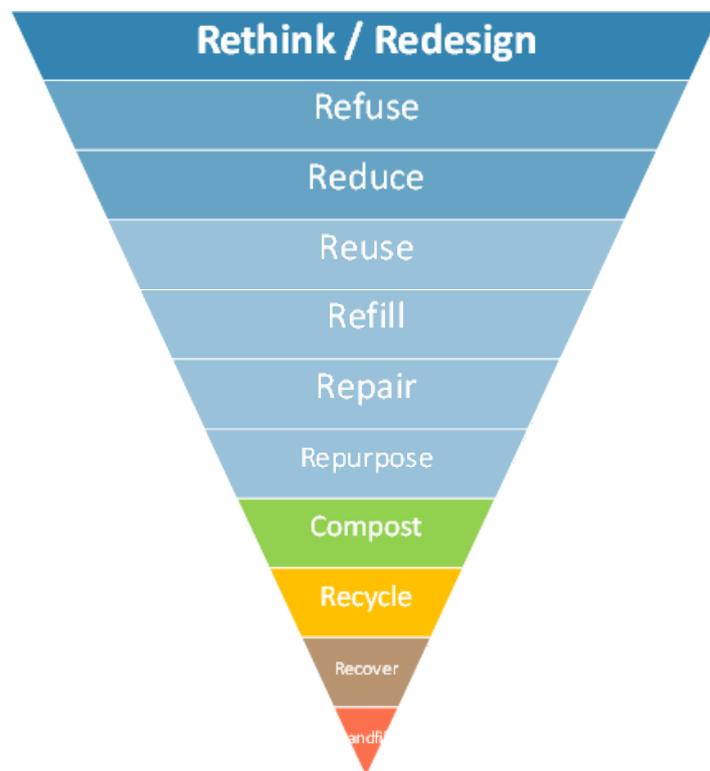
- Select a venue that is close to public transport to reduce attendees having to use cars
- Request rooms with natural lighting and ventilation
- Ensure that the size of the venue is reflective of the quantity and needs of the participants to reduce excessive heating, cooling and lighting requirements
- The air-conditioning and heating of the event's room should be kept at a set temperature. The recommended thermal range is 19-26 degrees Celsius
- Prioritise the selection of external venues committed to sustainability or venues that hold green star and/or green power accreditation
- Consider conducting your event virtually. Make your event a webinar or provide the option of video-conferencing

## Transportation

- Promote the use of public transport by providing public transport information, timetables and maps for trains and trams and details of carpooling/carshare schemes or shuttle buses to attendees
- Encourage attendees to walk or cycle to the event
- Provide bike storage areas for delegates

# Catering

- Provide crockery, glassware and cutlery that is reusable or compostable
- Provide water stations with jugs of water and glasses as opposed to the use of plastic water bottles
- Limit the use of individually wrapped items like coffee and sugar packets, to avoid waste
- Consider food choices that are locally sourced and/or seasonal. Vegetarian food options are environmentally friendly and minimise our environmental footprint
- Provide food and beverages, including coffee, tea, sugar and chocolate that bear Fairtrade certification
- Ensure catering quantities are based on the number of RSVP's attained. Seeking dietary requirements from your attendees will help reduce food wastage



# Waste Management

- Ensure packaging material is reusable, recyclable or compostable, and reduce use of single-use products
- Provide enough bins for waste disposal including landfill, recycling and compostable bins. These bins should be clearly labelled with clear images of the types of items appropriate for disposal in each bin
- If possible, redistribute leftover food from the event to charity or place in your green bin to be composted. This includes, all paper towels, serviettes and cardboard boxes that are soiled with food



## Procurement

- Utilise email, social media and online systems for registration and advertising, as opposed to printed material
- Provide reading material, notes and resources that can be downloaded and viewed online
- Consider hiring or borrowing equipment required for an event
- Limit or exclude the provision of promotional material. However, if promotional material is required, distribute products that are reusable and environmentally friendly. These could include:
  - Fairtrade cotton tote bags to replace plastic shopping bags
  - Reusable Keep Cups to reduce disposable coffee cups or reusable water bottles to avoid buying plastic water bottles
  - USB sticks made from wood or bamboo instead of plastic to store event information
  - Experience gifts rather than giveaways e.g. sponsor a charity, tree planting

# Checklist

Remember, it may not be possible to do everything. Start with a single initiative and work from there. Go ahead and make your next event a sustainable one!

• Use of electronic systems for advertising, registration and promotion	
• Venue selection close to public transport and promoting sustainable transport options	
• Venue size meets the requirement of the number of attendees to avoid excessive heating, cooling and lighting use	
• Provision of presentation material and notes electronically	
• Provision of water in jugs or access to a water fountain, instead of plastic water bottles	
• Provision of cutlery and crockery that is reusable or compostable	
• Limit the provision of single-use products and individually wrapped items like coffee and sugar	
• Consideration of catering options that are locally sourced/seasonal	
• Ensure clearly coloured and labelled waste bins are made available, including landfill, mixed recycling and compostable	

## Helpful Links

Here are a list of eco-friendly suppliers to help make your event a sustainable one:

- Eco SouLife (catering supplies): <https://www.ecosoulife.com>
- Green pack (catering supplies): <https://www.greenpack.com.au>
- Terra Tag (name tags, lanyards & seed paper products): <https://www.terratag.com.au>
- Buy Eco Green (stationary): <https://www.buyecogreen.com.au>
- Earthfriendly Promotions (gifts or giveaways): <https://www.earthfriendlypromos.com.au>

# Contact

Sustainability is a sustained collaborative effort. Feel free to reach out to the Catholic Archdiocese of Adelaide:

- **Justice, Healing and Inclusion Team**
  - Email: [jhi@adelaide.catholic.org.au](mailto:jhi@adelaide.catholic.org.au)
  - Phone: 8210 8140

