



SUSTAINABLE EVENTS CHECKLIST

Checklist to be used in conjunction with the Sustainable events guidance

VENUE



	Yes	No	N/A	Comments
Is an in-person event necessary?				
Is the venue accessible for wheelchair users?				
Is the venue an appropriate size for the number of guests attending?				
Could this be an outdoor event?				
Does the venue have any sustainability credentials? For example, BREEAM, Passivhaus, ISO14001				
Does the venue have suitable waste management facilities, such as a recycling and food waste bins as well as general waste?				
Does the venue make use of energy saving equipment and appliances?				
Does the venue have good access to natural light?				
Is the venue in an area that might disturb biodiversity from noise or light pollution?				
If using a temporary structure (teepee, marquee etc) , is it heated and powered sustainably?				
Are you able to adjust heating and cooling of the venue accordingly?				
Are you able to adjust heating and cooling of the venue accordingly?				
Can you adjust the lighting in the venue?				
Does the venue have motion sensors for corridor lights and reminders to turn lights off when leaving rooms?				
Does the venue have a quiet room, prayer room and/or breastfeeding space?				

TRANSPORT



	Yes	No	N/A	Comments
Can the venue be accessed using public transport and active travel (walking, cycling etc)?				
Are there safe and secure facilities for bikes and scooters?				
Are there charging points for e-bikes, scooters and electric cars?				
Are there changing and wash facilities for people using active travel?				
For larger events or conferences could you provide a shuttle bus between the nearest bus or train station for guests to get to the venue?				
Are there safe public footpaths for guests to walk to and from the venue, particularly if the event is at night time?				
Will you share information on public transport and active travel for guests ahead of the event?				
Does the event sign-up include a question requesting information on how attendees will travel to the event?				
Will you collect feedback on travel facilities for the event?				

CATERING AND REFRESHMENTS



	Yes	No	N/A	Comments
Is food and drink necessary for your event?				
Have you asked attendees if they require food and drink, thus confirming numbers and dietary requirements to avoid waste?				
Will you ask people to bring their own food and drink?				
Will you ask people to bring their own reusable water bottles, coffee cups and cutlery?				
Will water refill stations be available for guests to use throughout the event?				
Are hot drink served in urns or other decanter vessels?				
Is the milk and sugar in shared vessels rather than individual plastic packets?				
Is food from local producers?				
Have you opted for low-carbon food options? E.g. plant-based, local or minimally processed food.				
Does the food have sustainability accreditations, such as Fairtrade, organic, and B-Corp?				
Are there waste management provisions for leftover food, food waste and packaging waste?				
Have you provided reusable crockery or compostable crockery (avoiding plastic)?				
Have you communicated with caterers and guests about our sustainability aims for catering? E.g. shared the University's Sustainable Food Policy				
Have you got processes in place to help you track the amount of food consumed and left over after an event?				

PROMOTION



	Yes	No	N/A	Comments
Are physical promotional materials necessary?				
Have you made use of social media, websites, blog posts, news articles, email invites etc, to spread the word about the event?				
Can you use digital screens to display promotional material?				
Can you use banner, signs, and lanyards from previous events?				
Can you network at other events to promote the event?				
Is your messaging clear, concise and consistent?				
Are physical promotional materials reusable, recyclable, useful and biodegradable?				

PARTNERS AND COMMUNITY



	Yes	No	N/A	Comments
Can you team up with someone in another department or faculty, sharing expertise and resources?				
Have you discussed procuring locally with the procurement team?				
Can you invite or work with local partners?				

MERCHANDISE



	Yes	No	N/A	Comments
Is merchandise necessary for the event?				
Is the merchandise useful?				
Can you use merchandise left over from another event?				
Have you asked suppliers to use hired, borrowed, reclaimed, recycled or sustainably sourced materials?				
Have the items been produced ethically and for a fair wage?				
Have the items been designed to be reused, recycled or composted?				
Have you engaged with suppliers to reduce packaging and manage waste efficiently?				
Has your merchandise, for example t-shirts, got accreditations such as Fairtrade and organic?				