

SUSTAINABLE EVENT FACT SHEET

There are many ways to reduce the impact of your event on the planet and our community. If you are an event organiser, these tips can help you take on climate change by making your event more sustainable.

Please read, implement and promote these tips. Leading up to your event, let your guests know about what you are doing to make your event sustainable and how they can assist.

Waste management:

Waste is a big part of any event and typically comes from decorations, food, drinks and promotional materials. Here are ways you can reduce waste at your event:

- **Invitations**—send a digital invitations instead of distributing hardcopy invites.
- **Decorations**—balloons are colourful and can be a great promotional item, but they are highly mobile and can have devastating effects on wildlife when released into the environment. Choose flowers, plants or paper decorations for your party.
- **Avoid single-use waste** as much as possible. Choose reusable items whenever possible and reward attendees for bringing along their own reusable cups, bags and drink bottles. If you must opt for single-use, replace single-use plastic materials with more sustainable alternatives:

Single-use plastic items	Sustainable single-use alternatives
Polystyrene	Cardboard or compostable packaging
Plastic cups	Paper cups
Plastic straws	No straws or paper straws if necessary
Plastic takeaway containers, plates or food trays	Cardboard or compostable packaging
Sugar or sauce single packets	Bulk dispensers
Plastic cutlery	Compostable starch or wood
Plastic bags	Reusable or paper bags
Coffee cup lids	Please avoid if possible or use compostable bioplastic
Plastic bottles	Provide refillable water stations or they can purchase water bottles if necessary

- **Food waste**—partner with an organisation that collects leftover food for people in need or compost/send food waste to a worm farm.
- **Recycle**—provide clearly marked recycling bins where possible.

Food and drinks

- Prioritise catering that use fair trade, local, seasonal, carbon neutral and any other sustainable food options.
- Consider at least 50 per cent vegetarian or vegan options where possible to cut down on carbon emissions.
- Provide water drink stations instead of distributing bottled water.

Water management

- Advise Council if any taps and appliances are leaking.
- Make sure chemicals and oil are responsibly thrown away and not just poured down drains.
- Choose water efficient appliances and fixtures when purchasing or leasing water related equipment/appliances.

Energy efficiency

- Switch off appliances when not in use.
- Set your temperatures to between 24 and 26 degrees for heating in winter and between 18 and 20 for cooling in summer and minimise temperature leakages by keeping doors/windows closed.
- Using natural light when possible to decrease use of electricity as well as opening up windows instead of the AC/fans during summer.

Sustainable products can sometimes be more expensive but applying sustainable practices to your event can result in cost savings in the long term. Planning ahead makes it easier to make event more sustainable and helps you measure your impact and identify opportunities for improvements:

- Determine what you want to achieve.
- Identify your current impact.
- Set you achievable targets.
- Make a plan—who, what, where and when and put it into action.
- Evaluate your progress.

For more information, contact Council's Sustainability Projects Officer on 9911 6555 or email environment@canadabay.nsw.gov.au.