GREEN EVENTS CHECKLIST FOR UC CLUBS AND SOCIETIES

Use this checklist to help ensure that the events your club or society holds are as sustainable as possible. The checklist is broken into four sections – event planning, before the event, at the event and after the event. The checklist will help you develop your action plan. It contains questions you can ask yourself, or potential supplier and contractors, and things to consider.

Logistics

Event Planning	Yes	Future Action	N/A
If you hold events regularly, have you done a stocktake of your existing environmental initiatives?	☐	☐	☐
Have you considered the likely expectations of your attendees and their likely level of engagement in environmental initiatives?	☐	☐	☐
Have you notified the local council of your intentions to hold an event in their area and asked them what information they have to support you?	☐	☐	☐
Before the Event			
Are there systems in place to collect any data to help measure the success of your objectives and/or targets?	☐	☐	☐
At the Event			
Is the necessary data being collected?	☐	☐	☐
After the Event			
Has measurement data been analysed?	☐	☐	☐
Have you evaluated the success of your strategy?	☐	☐	☐
What are the lessons learnt?	☐	☐	☐

Communication

Event Planning	Yes	Future Action	N/A
Have you identified all your stakeholders and articulated your environmental objectives to them?	☐	☐	☐
Have you decided what communication methods you will use to promote your objectives to attendees?	☐	☐	☐
Have you considered what (if any) training your staff and volunteers require to help you deliver your objectives?	☐	☐	☐
Before the Event			
Have your objectives been communicated to your attendees via your website and other appropriate channels?	☐	☐	☐
Are attendees aware of any "green" incentives that will be on offer at the event and/or activities they will be able to participate in? (eg. free drink upon display of public transport ticket or deposit back on cup return?)	☐	☐	☐
Have your volunteers and staff received appropriate training? Eg. if they have a role as "green champions" are they clear what is required of them?	☐	☐	☐
At the Event			
Are you using appropriate communication methods? Eg. clearly labelled signs, announcements over the loud speaker, staff and volunteers acting as green champions?	☐	☐	☐
After the Event			
Have you communicated your successes and/or lessons learnt to your stakeholders and attendees?	☐	☐	☐

Venue and location

Event planning	Yes	Future Action	N/A
Have you considered the venue's proximity and accessibility to public transport, central areas, accommodation and other amenities?	☐	☐	☐
Does the intended venue have policies and plans for:	☐	☐	☐
Waste minimisation, and/or recycling and composting?	☐	☐	☐
Energy efficiency	☐	☐	☐
Water efficiency?	☐	☐	☐
Staff training and awareness of environmental policies?	☐	☐	☐
Before the Event			
Is the venue fully aware of your objectives?	☐	☐	☐
At the Event			
Are all unnecessary lights etc switched off to ensure unnecessary energy wastage?	☐	☐	☐
After the Event			
Have you provided feedback to the venue owner to help them improve their environmental performance?	☐	☐	☐

Suppliers and caterers

Event planning	Yes	Future Action	N/A
Have you asked to see potential suppliers' environmental policies and plans?	☐	☐	☐
Does the potential supplier have policies and plans for:			
Minimising waste - eg. by avoiding individually packaged items and using reusable, recyclable or biodegradable packaging?	☐	☐	☐
Recycling and composting waste?	☐	☐	☐
Sourcing food, goods and services from local providers where possible?	☐	☐	☐
Using certified sustainable products? See the *Eco-label directory* for more information	☐	☐	☐
Using energy efficiently – eg. minimise transport emissions and energy usage?	☐	☐	☐
Before the event			
Can attendees order food before the event to minimise food wastage?	☐	☐	☐
Have you informed caterers of the exact number of attendees to avoid unnecessary food waste?	☐	☐	☐
At the event			
Is packaging reusable, recyclable or biodegradable?	☐	☐	☐
Is packaging being returned and/or disposed of correctly?			
After the event	☐	☐	☐
Have you provided postive and/or constructive feedback to your suppliers to help them improve their environmental performance?	☐	☐	☐

Waste and Recycling

Event planning	Yes	Future Action	N/A
Have you talked to the local council to find out what can and cannot be recycled in the area?	☐	☐	☐
Before the event			
Are you clear about what can and cannot be recycled in the area and have you informed your suppliers and caterers of this?	☐	☐	☐

	Yes	Future Action	N/A
Have you organised your recycling and composting bins, taking into account the number of people who will be at your event?	☐	☐	☐
Have you debriefed staff/volunteers on how to use the bins correctly and responsibly	☐	☐	☐
At the event			
Are recycling bins clearly marked and visible?	☐	☐	☐
Do you have staff/volunteers located at bins to help attendees?	☐	☐	☐
After the event			
Has all waste been disposed of correctly and responsibly?	☐	☐	☐
Have you considered reusing and/or giving any non-recyclable items to charity?	☐	☐	☐
What lessons have your learned that could help you improve your waste management at future event?	☐	☐	☐

Transport

Event planning	Yes	Future Action	N/A
Have you considered what the most efficient ways of getting attendees and goods and services to and from the event are?	☐	☐	☐
If public transport services aren't available have you considered arranging bus/shuttle services to get attendees to and from event?			
Have you considered: offering incentives to attendees to encourage them to use public transport ? discouraging car usage – apart from disable parking	☐	☐	☐
Before the event			
Have you informed attendees of what most efficient transport options are to get to and from the event and given them appropriate information? Eg. bus timetable, carpooling options, transit stops?	☐	☐	☐
Day of event/at the event			
Are transit stops clearly marked?			
Have you limited parking spaces to discourage private vehicle usage?	☐	☐	☐
After the event			
What lessons have your learned that you could help you improve your transport management at future event?	☐	☐	☐

We wish to acknowledge the Ministry for the Environment for developing these guidelines.

Following the process and suggestions in the guide does not mean that the strategy plan or the event itself is endorsed by the Ministry for the Environment. Nor does this provide any guarantee or certification / verification that the event is "green".

For up to date information on waste and recycling, have a look at
Waste Minimisation and Recycling Directory:
http://www.ronz.org.nz/RONZdirectory.aspx?pageid=39
 or call (03) 941 8830