

Richmond upon Thames

SUSTAINABILITY

Checklist for events



Our waste

■ Reduce Waste

Write a waste management plan for your event to reduce its environmental impact. The best option is to reduce waste. Where that is not possible, reuse products. Where reducing or reusing are not possible, recycle waste produced by the event (including ensuring that the waste produced is recyclable).

Checklist

Y

N

- 1 Have you - developed a waste management plan for your event?**
- 2 Have you - considered the following steps to reduce waste at your event?**
 - Ban single use plastics
 - Go paperless
 - Donate leftover food
 - Provide water bottle refilling stations
 - Encourage attendees to bring reusable coffee cups
- 3 Have you - arranged for reusable items (as below) to be made available at your event (and future events)?**
 - Cups and glasses
 - Crockery and cutlery
 - Banners
 - Tents and marquees
- 4 Have you - planned for recycling facilities to be at your event?**
 - Do these facilities accommodate all waste types (e.g. plastic, paper, glass, metal, food?)

Have you explored all possibilities to reduce waste and recycle items?

Our vehicles

■ Use public transport

Discourage the use of private cars to the event and only provide parking for those who require it (e.g. those with disabilities).

Encourage the use of public transport or cycling by providing information on public transport networks and providing safe cycle storage facilities.

Checklist

Y

N

- 1 **Have you - discouraged private cars from your event?**
- 2 **Have you - provided attendees with information and encouragement for use of public transport to/from your event?**
- 3 **Have you - provided safe cycle storage facilities at your event?**
- 4 **Have you - considered providing a shuttle service to /from your event?**

Is this shuttle service using only electric vehicles?



Have you explored all possibilities to discourage the use of private cars?

Our nature

■ Environment

Leave the site in the same (or better) condition as before the event, by identifying vulnerable and important natural features and putting in place measures to prevent harm; for example, avoid polluting bodies of water on the event site, identify and avoid vulnerable species' habitats, consider noise and light pollution, run a litter pick after the event.

Use venues with strong sustainability credentials and consider having an information stall promoting environmental best practice to event attendees.

Checklist

Y

N

1 Have you - identified the following vulnerable environmental features of your event site?

Bodies of water

Animal species on site

Plant species on site

Areas of special scientific interest

2 Have you – assessed and mitigated the vulnerabilities of these features?

3 Have you – assessed and managed the impact of light and noise pollution on these features?

4 Have you – protected bodies of water at the event site by avoiding run-off, pollution and ensuring suitable toilet facilities are provided?

5 Have you – arranged a litter pick to follow your event?

6 Have you – removed the need for any environmentally harmful items?

Have you explored all management options to protect the natural environment of the event site?

Our purchasing

■ Energy

Use renewable energy.

For mains power, ensure that the site uses a renewable energy supplier.

For off-grid energy sources, use renewable generators; rather than a diesel generator, use a solar powered generator.

Checklist

Y

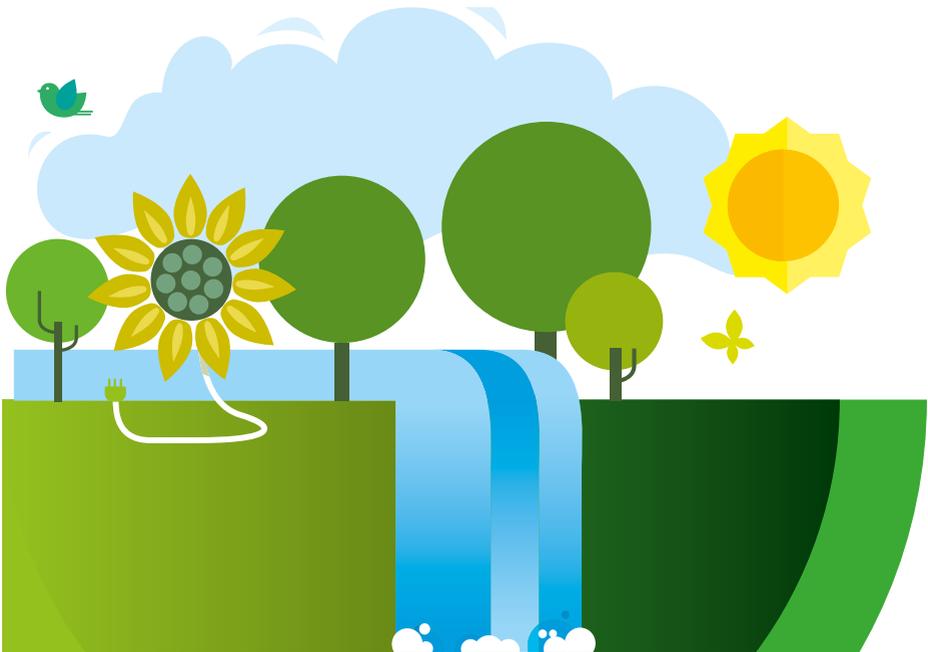
N

1 Have you - organised an energy source for your event?

Is this powered by renewable energy?

2 Have you - organised plug-in points for vendors at your event?

Are these powered by renewable energy?



Have you explored all possibilities to provide this?

Our purchasing

■ Food

The more sustainable food sources are:

- Locally sourced
- Organic
- Meat-free
- Seasonal

The above can be achieved by selecting food vendors that already use local, organic, and meat-free food. Rather than asking vendors to adapt, you can simply ask vendors these questions to determine if they are suitable for your event.

Checklist

Y

N

1 Check – if the vendors’ produce is:

Locally sourced

Organic

Meat-free

Seasonal

Fairtrade

2. Check – do the vendors:

Use electric vehicles for transportation

Donate leftover food

Compost any leftover food that cannot be donated

Use any single-use plastics



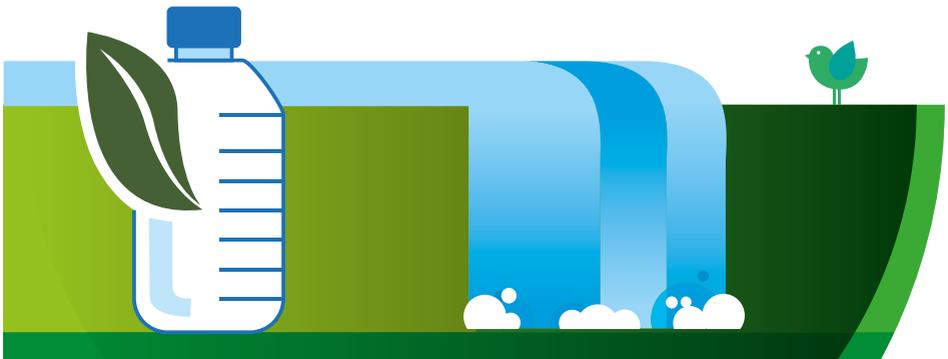
Ask possible vendors to achieve as many of these as possible

Contractors and procurement

■ Sustainability

Use contractors and/or suppliers who have sustainability policies and targets.

| Checklist | Y | N |
|---|---|---|
| 1 Have you - asked all your contractors and suppliers what their sustainability policies and targets are? | | |
| 2 Have you - ensured your contractors/suppliers only use electric vehicles? | | |
| 3 Have you - opted for contractors/suppliers who avoid the use of single use plastics? | | |
| 4 Have you – reviewed your contractors’/suppliers’ waste management practices? | | |
| 5 Have you - asked your contractors/suppliers if they monitor their carbon footprint? | | |
| 6 Have you - asked your contractors/suppliers how they are working to reduce their carbon footprint? | | |



Have you asked all relevant questions to your contractors and suppliers to ensure they prioritise green practices?

Carbon offsetting

■ Reduce your carbon emissions

It is not always possible to reduce the carbon emissions of an event entirely. In such cases, you can offset your event's carbon. Carbon offsetting is complicated, and the effectiveness can vary, so it should be used as a last resort after all reasonable steps have been taken to reduce carbon emissions.

The first step is to calculate the carbon footprint of an event (e.g., you can use this tool: [Calculate the CO2 footprint of the event – with the CO2 calculator from myclimate](#)).

Once you have calculated the carbon footprint of your event, you can offset your carbon (e.g., via the [United Nations Carbon Offset Platform](#)).

To help fund the cost of carbon offsetting, you could consider the following options:

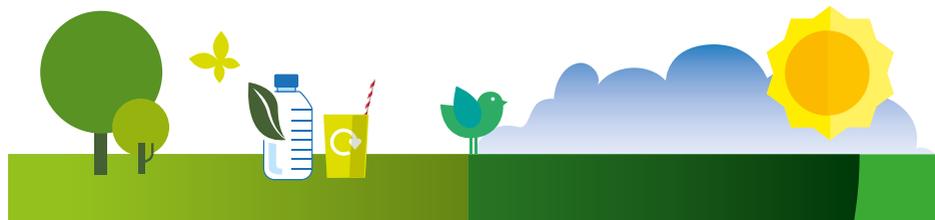
- Include it in the cost of the ticket
- Include it as an optional extra that attendees can add when buying their ticket
- Run a raffle as part of the event which would fund the carbon offsetting

Checklist

Y

N

- 1 **Have you – calculated your event's carbon footprint?**
- 2 **Have you – taken all reasonable measures to reduce the carbon footprint of your event?**
- 3 **Have you - offset any remaining carbon footprint of your event?**



Have you considered all options to remove carbon emissions from your event?

