

Sustainable events checklist

This checklist complements the guide and it can be used for all events taking place at the University of Auckland.

1. Event title

2. Event owner(s) and manager(s) have read the *Sustainable Events Guide*

Yes

No – *Please read the guide and then continue*

3. Event planning

Please select all actions that apply to this event:

Event proposal includes reference to the University's Sustainability Policy and its implementation

Sustainability duties have been allocated within our team

Suppliers have been asked to avoid unnecessary packaging (including cling film, wrapping, cellophane sleeves.)

Catering supplies including crockery and cutlery will be reusable (no single use/disposables)

BYO water flask/mug will be encouraged

Water fountains/tap water provided (no bottled water)

Souvenirs/giveaways/prizes are in accordance with the University's Sustainable Events Guide

Catering provider was asked to offer and identify local produce

Mostly locally produced food and drinks will be served

Public transport, walking, cycling, ride sharing will be encouraged

Signage/marketing will be modular, time sensitive material kept to a minimum

Food quantities have been planned to avoid wastage (e.g. pre-order available for attendees, RSVP)

Public facing areas of the event will be waste free (no waste or recycling bins/where bins cannot be moved, these will be covered)

Sustainability messages about the above actions and calls to action are included in the event's communications and promotion

Other actions planned:

Additional notes:

4. During the event

Please select all actions that apply to this event:

Sustainability duties have been allocated within our team to ensure actions are taken according to plan

Sustainability messages and calls to action are included in the event's signage and communication materials

Pack-up and pack down for suppliers (suppliers will take away all packaging items)

100% Waste free event (no bins in public facing areas)

Waste free zones (no bins in some areas)

Caterer will collect post-consumption food waste and include it in the dedicated kitchen food waste stream (only available at specific locations)

Local produce will be served

Attendees will be given reusables that can be returned to an allocated space at the end of the event (e.g. coffee mugs, writing boards)

Other actions during the event:

5. After the event

Please select all actions that apply to this event:

Sustainability duties have been allocated within our team

Suppliers and expenses will be reviewed to identify potential improvements (especially with regards to single use/disposable items)

Effectiveness and outreach of actions taken will be assessed (e.g. survey)

Event team will conduct a waste audit (input from the Sustainability team highly recommended)

Other actions after the event:

Submit