



# Green events checklist

Follow these simple steps to make your event as sustainable as possible. Note that all UNSW events should be free of single-use plastics including cups, containers, bags and water bottles.

## Choosing a venue

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Does the event need to be in-person? Many events can be held online entirely, reducing the cost and environmental impacts.

Choose a venue that is easily accessible by public transport.

Choose a venue that has noteworthy sustainability credentials.

## Planning and promotion

Publicise your event electronically only (e.g. through email and social media).

Make it a paperless event, ensuring that all event materials are digital. These can be provided to attendees via email or a QR code.

Provide information to attendees about public transport options and active travel facilities available to them.

Explain your sustainability efforts with attendees before, during and post-event.

Encourage attendees to bring their own reusable water bottle and cup.

Ask attendees to RSVP to help inform the amount of food and beverages required and avoid over-ordering.

Take advantage of digital signage (such as in the Scientia foyer) instead of printing signs.

## Reducing waste

Avoid giveaways where possible. If giveaways are to be provided, ensure that they are ethically sourced, reusable and support sustainable habits.

Attendees generally bring their own pens to an event, so these do not need to be provided.

If nametag holders are required, use reused or plastic-free options and collect them at the end of the event for reuse.

Choose reusable decorations (e.g. cloth banners) instead of balloons and other single-use items.

## Food and beverages

Choose a caterer that can offer reusable crockery / cutlery and deliver food in reusable containers or consider a venue that has reusable catering options (e.g. [The Lounge](#)).

If single-use items are necessary, ensure that any packaging provided by the caterer is compostable, or purchase compostable items yourself.

Provide filtered water and other drinks in jugs with reusable glasses instead of single-use bottles. Avoid sugary drinks.

Avoid providing individually packaged food and drink items.

Consider food options that don't require utensils (e.g. sandwiches, crackers and dips).

Ensure at least 75% of the food is vegetarian. Avoid red meat options.

Order seasonal, uncut fruit instead of fruit skewers or platters.

Have a plan for food waste. Take leftovers to an office common kitchen, offer it to students, or donate to local food rescue groups like [OzHarvest](#).

Provide locally sourced, low waste, healthy snacks.

## Recycling

Ensure bin stations are set up at suitable locations - recycling (yellow), food (burgundy) and general waste (red).

Ensure that clear signage is in place on how to use the recycling services effectively.

Thank you for using this checklist to make your event more environmentally sustainable. By doing so, you are contributing to a more sustainable UNSW.

For more information about environmental sustainability at UNSW, visit [sustainability.unsw.edu.au](https://sustainability.unsw.edu.au).

For assistance, contact [sustainability@unsw.edu.au](mailto:sustainability@unsw.edu.au).