NUS Sustainable Events Checklist

This checklist was created in conjunction with NUS’s events team to ensure that all of our events are up to a high sustainability standard. By extending this checklist to the movement we extends its potential to impact change.

You can use this checklist when planning out your events. To complete the commercial students’ union criteria we only ask you to complete 15 of the criteria, although you can complete as many as you like.

Date:

Venue

Attendees:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Phase** | **Category** | **Criteria** | **Achieved? Y/N** |
| 1 | **1 - Event Planning** | *Event Planning* | Is it necessary to hold this event as stand alone? |  |
| 2 |  | *Event Planning* | Could it be combined with another event? |  |
| 3 |  | *Event Planning* | Could the event be done via teleconference? |  |
| 4 |  | *Venue* | Is the venue reachable by public transport? |  |
| 5 |  | *Catering* | Can tap rather than bottled water on tables be provided? |  |
| 6 |  | *Catering* | Can glasses rather than disposable cups be provided? |  |
| 7 |  | *Catering* | Can they provide seasonal food and drink? |  |
| 8 |  | *Catering* | Can they provide locally sourced food and drink? |  |
| 9 |  | *Catering* | Does the venue have the Soil Associations Food for Life catering mark? High priority should be given to this criteria. |  |
| 10 |  | *Catering* | Can all fish be MSC accredited? |  |
| 11 |  | *Catering* | Can all meat be Organic and/or Red Tractor certified? |  |
| 12 |  | *Catering* | Can fairtrade produce be purchased where ever possible? |  |
| 13 |  | *Catering* | Can the venue provide culturally inclusive food and drink which is suitable for people of all faiths? |  |
| 14 |  | *Catering* | Does the venue use free range products as standard in their food and drink options? |  |
| 15 |  | *Catering* | Can labelling be provided to inform individuals about the ethical credentials of the catering? |  |
| 16 |  | *Catering* | Does the venue refrain from using single use items (e.g. sachets of salt and sugar) and instead orders items in bulk? |  |
| 17 |  | *Catering* | Is reusable crockery and cutlery provided as standad? |  |
| 18 |  | *Catering* | Is any disposable crockery made of recycled or biodegradable materials? |  |
| 19 |  | *Catering* | Can eco-friendly/biodegradable/chemically benign clearning materials / energy efficient dishwasters be used? |  |
| 20 |  | *Catering* | Can all surplus food / drink be donated to a local charity / homeless support centre or compost heap? |  |
| 21 |  | *Catering* | Can attendees be provided with vegetarian meals as default and asked to opt-in for non-vegetarian options? |  |
| 22 |  | *Catering* | Can you ask delegates to return catering preference forms (this will allow you to order catering accuratley and follow the waste hierachy by eliminating/reducing the amount of waste produced)? |  |
| 23 |  | *Communications* | Can attendees be encouraged to bring their own resources (pens, paper etc.)? |  |
| 24 |  | *Communications* | Can all communications be sent via electronic form as opposed to paper options? |  |
| 25 |  | *Communications* | Is 'do you really need to print this email/document' included at the bottom of all of your communications? |  |
| 26 |  | *Transport* | Is the venue easy to access via public transport? Can you make some available if it is not currently available? |  |
| 27 |  | *Transport* | Can pedestrian routes/cycle maps and public transport option be included in the event locations details and sent to all participants? |  |
| 28 |  | *Transport* | Can attendees be discouraged from flying to the event (unless they are travelling over 400 miles)? |  |
| 29 |  | *Transport* | Can you incentivise or facilitate travel to the venue by sustainable/low impact means? |  |
| 30 |  | *Transport* | Can you provide reduced fees for delegates using public tranport? |  |
| 31 |  | *Transport* | Can you encourage delegates to organise a car pool or provide access to cycles for hire? |  |
| 32 |  | *Equipment- stationary and equipment* | Are you providing own brand freebies? Are these necessary? How can you reduce the amount of waste created by them? |  |
| 33 |  | *Equipment- stationary and equipment* | Can you purchase alternatives to non-recycled / bleached paper, laminated folders and toxic marker pens? |  |
| 34 |  | *Equipment - briefing and delegate packs* | Can you limit the amount of travel that speakers have to do in preparation for the event by using telephone, email and teleconferencing? |  |
| 35 |  | *Equipment - briefing and delegate packs* | Can you limit the amount of paper that needs printing by asking delegates to tick to request copies for delgate packs, powerpoint presentations etc. and ensure that anything that is printed is double sided or is available through an app? |  |
| 36 |  | *Equipment - briefing and delegate packs* | Can you use vegetable / soy based inks and energy efficient printers / photocopiers when printing the packs? |  |
| 37 |  | *Equipment - other materials* | Can all plaques and badges be produced on non-laminated recycled card, and can/will they be recycled post use? |  |
| 38 |  | *Equipment - other materials* | If the event has an awards element, can you ensure that all of the awards are locally and ethically sourced and all certificates printed on recycled card? |  |
| 39 | **2 - During the Event** | *Communications* | Can you highlight the ways in which you've ensured that the event is sustainable to the delegates during the opening speech and in publicity materials? |  |
| 40 |  | *Communications* | Can you encourage delegates to recycle and act as sustainably as possible during the event? |  |
| 41 |  | *Communications* | Can you encourage delegates and facilitators to turn off any LCD projection equipment / laptops when they are not in use? |  |
| 42 |  | *Communications* | Can you encourage delegates and facilitators to turn off the lights and temperature control units when they are not in use? |  |
| 43 |  | *Housekeeping* | Will someone be responsible for collecting all name badges and other unused equipment for reuse/recycling? |  |
| 44 | **3 - Post-Event** | *Feedback* | Can all event evaluation be completed by electronic means? |  |
| 45 |  | *Feedback* | Can you include a section on the event evaluation form asking the delegates to estimate their environmental impacts during the event? |  |
| 46 |  | *Feedback* | Can you ask the delegates to indicate how they travelled to the event and from where so that you can create a carbon footprint for their travel and set a target for reduction for your next event? |  |