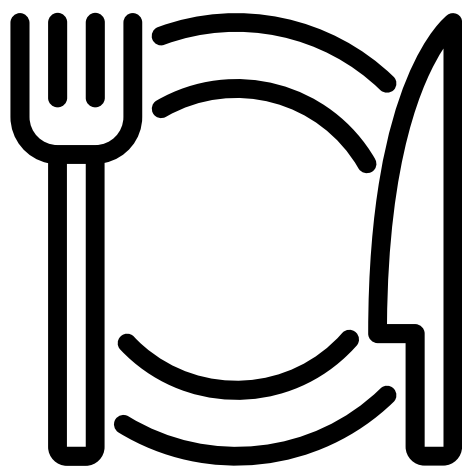


EVENTS



Sustainable Events Checklist

Food and Drink	Tick if done
Confirm dietary requirements and number of attendees to avoid food waste	
Ask people to bring their own reusable water bottles, coffee cups and cutlery	
Water refill stations be available for guests to use throughout the event	
Organise plant based catering or opt-in for meat options	
Merchandise	Tick if done
Consider the principles of the waste hierarchy are refuse / reduce / reuse / recycle. Do you really need to buy the item?	
Can you hire or borrow items? You can borrow speakers, tables + hot water urns from LUSU. And hire gazebos and events team tech.	
Make merch pre order only and avoid dating it to reduce waste	
Transport	Tick if done
Will you share information on public transport and active travel for guests ahead of the event?	
Calculate your trip' s <u>carbon footprint</u> .	
Organise car shares	



EVENTS

Sustainable Events Checklist



Venue	Tick if done
Are the bins clearly labelled?	
Are you able to adjust heating and cooling of the venue accordingly?	
Ensure lights are switched off in rooms after use	
Turn off computers, projectors, equipment when not in use	
Waste	Tick if done
Use the recycling bins around campus to correctly dispose of recycling Please read the labels on the bins to see what can and can't be collected Recycling and Waste - Lancaster University	
Drop off old batteries in our battery recycling bin at the SU	
Don't dispose of any electrical items in general waste bins anywhere on campus - these need to be dropped off at porters lodges	
Use Water refill stations instead of buying drinks in plastic bottles	
Use eco-cleaning products where possible, these can be bought ReStore - Lancaster University in Alexandra Square where you can take your own container to fill up.	
Marketing	Tick if done
Don't overprint loads of leaflets, flyers or posters as this will use a lot of paper, ink, water and energy to produce them. And recycle them afterwards!	
Reduce the impact of any freebies given away for marketing purposes e.g logo-printed t-shirts.	