Sustainable Events Checklist

The events and activities we host in the borough bring together 1,000's every year and aid to keep the towns lively, increase our local culture and support members of the public. However, if not done correctly events can also become a source of waste, pollution and unsustainability. As an action of Newcastle-under-Lyme Borough Council's Sustainable Environment Strategy and Delivery Plan The Council will review events both internal and externally organised with Sustainable Events Checklist which can help create more socially, economically and environmentally friendly events.

Checklist

The checklist below covers multiple different themes from built environment & energy, travel and transport, natural environment, engagement & behaviour change and finally collections & resources. Please go through the checklist and identify which actions, if not all, are possible for your event or activity. This checklist should now be introduced into the event planning system that you undertake.

Newcastle-under-Lyme Borough Council
Sustainable Action Checklist

Key

Action Code = An identifiable code of each action based on the listed number and the first letters of the action them.
Action = The action that can be taken to make events more sustainable in the first instance.
Is this action feasible at your event? = Where you identify with <mark>YES</mark> or <mark>NO</mark> if the action is possible at your event or relates.
Action Summary = If <mark>YES</mark>, identify how this action will be applied to the event.
If no feasible find substitute actions here = Where you can find less intrusive actions that can be taken for the event.

Action Code	Action	Is this action feasible at your event?	Action Summary	If not feasible find substitute actions here
Built Environment & Energy				
BE1	To ensure that all energy generated at the event is through renewable sources such as an electric generator that has been charged on a green tariff.			Instead - ensure electricity being used at the event is sourced from a green tariff - try to make the event as little energy consuming as possible - use energy efficient technology
BE2	To ensure the built environment being used is energy efficient such as having LED's or is heated by Air Source Heat Pump			Instead - if the built environment site is not up to standard use the space in the most energy efficient way by closing doors and windows

	(if inside) to reduce energy use.			- using appliances only when using a space - avoid leaving appliances on after leaving the space
Transport & Travel				
TT1	To ensure all deliveries of items for the event or activity before or during is transported by low emissions vehicles such as electric vehicles.			Instead - ensure the supplier has sustainable goals like a net zero goal - ensure the suppliers are local so if the items are being delivered in a non-low emission vehicle they at least don't have to travel far
TT2	To ensure all or most staff and attendees have access to sustainable travel to commute to the event or activity which includes carpooling, buses, electric vehicles and active travel. Ensure this is communicated to staff and attendees.			Instead - provide just carpooling options for staff and attendees - encourage staff and attendees to use sustainable transport where they can - Facilitate the event near active travel routes or staff/attendees' residences
Natural Environment				
NE1	To ensure the event does not cause distress to the local natural environment through noise, light and waste pollution.			Instead - ensure that mitigations are put in place like using areas that are less natural or when using those areas to stay on more paved or mowed grass areas
NE2	To ensure all food if the event has catering is vegan vegetarian or locally sourced to reduce			Instead - make some vegan, vegetarian or local food available

	the impact of the food attendees consume.			
**Engagement & Behaviour Change**
EB1	To ensure that the event has sustainable messaging embedded into it such as a market with messaging about how all stalls are local and use recycled materials.			Instead - make sure to include small undertones of sustainability within different events - activities like engaging attendees with recycling for example at the event
**Collections & Resources**
CR1	Use the 10 Steps to improved waste management for large music events/festivals by Vision 2025.			Instead - use all other Collections & Resources actions
CR2	To ensure that single use items like plastic cups are banned from the event and replaced with reusable or truly recyclable items. This applies to internal and external partners at the event. A partner like Recoup could be used.			Instead - ensure there are adequate recycling facilities - that reusable items are sold or advertised at the event - that attendees engage with the idea of not having single use items
CR3	To ensure there is at least one recycling container per general waste container at the event.			Instead - make the event focused on more reusable items to reduce waste - collect any recyclables and dispose of them in a container nearby

CR4	To collect litter on-site of the event before and after to ensure no waste is left and is put in the correct containers.			Instead - more litter bins could be installed to avoid litter - a litter collection could be collected after - use reusable items at the event to reduce litter creation
CR5	To ensure the use of compostable toilets if additional toilets are needed at the event if outside.			Instead - ensure there are toilet facilities available from a local building
CR6	To ensure that the booking and communications of the event are paperless and digital.			Instead - use digital sources like social media as much as possible - for large banners and printed material use local vendors who use sustainable materials

Through the use of this checklist any events can be more sustainable for the benefit of the public and the environment. If you have any ideas on how to expand this tool, please let Thomas.guilbert-newell@newcastle-staffs.gov.uk know to edit the main template.

Case Studies

Eventbrite Sustainable Events: 11 Ways to Have Fun and Be Eco-Friendly

Vision 25 Sustainable Materials and Waste Management Toolkit

Carbon Trust Green Events Guide