



## UK SCHOOLS SUSTAINABILITY NETWORK

# EVENT PLANNING CHECKLIST

### 1 Energy

- If the event will take place in a heated, indoor space, who will be responsible for closing windows at the end?
- Who will be responsible for turning off lights and electrical devices at the end of the event?
- If high-energy consumption installations, such as some fair-ground amusements, are to be hired, are they energy efficient compared to viable alternatives?

### 2 Food

- Is the amount of food excessive given the number of guests?
  - Are there measures in place to ensure that guests are not served more food than they will eat?
  - Have guests been told what food will be provided so their expectations match the quantity available?

- Does the food have a good environmental profile?

*In general, foods like beef and lamb, fish which is not listed by the Good Fish Guide, air-freighted food, food which is out of season, and food which has travelled a long distance have poor environmental profiles.*

- Who will take uneaten food?
  - Can it be donated to a charity like Olio?
  - Can it be separated out from other waste to be included in the council's food waste collection?
  - Can guests be asked to bring Tupperware to take leftovers?



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### 3 Non-Food Waste

- Are single-use items (e.g. cups, plates, straws etc) avoidable?
- If water is being served, can tap water be provided in jugs rather than mineral water in plastic bottles?
- Are recycling bins and food waste going to be easily available and clearly labelled so that different types of waste can be separated?
- Can guests bring their own items (e.g. cups)?
- If items are to be sold at the event, can they be long lasting items that people really need? Can they be replaced by experiences (e.g. buying a lesson in how to do something rather than an object to be taken home)?
- If items are to be sold, are they long lasting, recyclable or biodegradable?
- If the event may create litter, who is in charge of clearing the site afterwards?

### 4 Transport

- Are guests going to be informed about how they reach the event by walking, cycling, using public transport, or sharing vehicles?
- Are hired vehicles fuel-efficient? Are their drivers instructed to avoid idling their engines? Will they be the right size for the number of people?
- If the event involves travel, can the total distance travelled be reduced (for instance, by a nearer venue being chosen)?

### 5 Other

- If the event involves atmospheric pollution (e.g. as with fireworks), is there an alternative (e.g. a laser display)?
- Will the event cause any avoidable noise or light pollution?
- Does the event provide any opportunity for...
  - sharing environmental successes at the school?
  - allowing people to appreciate nature?
  - promoting good environmental practice?
  - raising money for environmental causes?