

# Sustainable Event Guide

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Ōtautahi Christchurch, NZ



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A resource developed by the [Future of Learning Conference](#) and gifted to

[Ako Ōtautahi, Learning City Christchurch](#)

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Information about zero and reduced waste events in this guide was compiled by Anthea Madill ([Clever Green Limited](#)), for [Think Beyond](#) and [Recalibrate](#) in their work on [The Future of Learning Conference](#). For more information, please visit [Learning City Christchurch, Ako Ōtautahi](#)

**Note on terms:**

Zero Waste does not mean strictly no waste, it communicates the goal of having as little waste as possible. In this document we use the terms zero waste and reduced waste interchangeably to reinforce this point.



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# Reducing the Environmental Impact of your Organisation's Event

This document has been compiled to provide shared learnings on ways that your organisation can reduce the environmental impacts of its events; including reducing waste to landfill, minimising emissions and educating attendees on the importance of their actions.

## WHY REDUCE WASTE?

There are numerous reasons why reducing waste at events can have significant benefits. These include:

### Environmental

- Diverting waste from landfills
- Reducing greenhouse gas emissions

### Social

- Promoting sustainable behavior through leading by example
- Increasing public awareness and engagement with waste reduction
- Supporting local businesses, social enterprises and community groups

### Economic

- Lower event costs by avoiding purchasing single use items
- Reduced waste disposal fees

Small events are a great opportunity to make your colleagues and peers aware of the waste reduction initiatives undertaken by your group or organisation.

Larger events require a lot more planning but will result in greater waste diversion.

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# Planning

Any event takes a lot of planning; from small business meetings or workshops, to large conferences and festivals. The best way to host a zero waste event is to embed sustainability from the beginning.

- 1) Assign roles for waste reduction coordinators and volunteers – these will depend on the size and nature of your event but namely you will need a leader to drive the efforts. That person will oversee and delegate other roles as required.
- 2) Set realistic zero waste goals – these will depend on the nature of the event, the venue and the waste disposal streams available to you.

## Operations and Logistics

**Venue** – The ease of hosting a zero waste event may be greatly determined by the venue. Try to find a space that not only suits all your requirements around size, capacity and amenities but also has a shared view of sustainability. Venues may not be zero waste themselves, but if they are accommodating for your goals it will make it a lot easier. See Appendix 1 for venue ideas.

When considering venues find out which waste streams they have systems for (landfill, recycling and organics). Do they provide bins for each waste stream? Do they have a dishwasher or sterilizer for reusables? Do they have enough kitchen space for serving and washing?

**Transport** - – How will people get to the venue? Is the venue somewhere central, can attendees walk there? If not, is it on a bus route and does it have easy cycle and micro mobility access (scooters etc.)? Should you encourage attendees to rideshare and would you help facilitate that? Find out what is available to your attendees and be sure to provide options if the venue doesn't. For example, would you need to arrange to shuttle people to the venue or source secure bike parking nearby? Be sure to communicate the options clearly with attendees well before the event so that they

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have enough time to plan their transport. A great way to communicate this information is through visuals such as maps of bus routes and by showing where bike parking is available.

**Catering** – When choosing a catering company, it is important to find out what they can provide to support your efforts to reduce waste. Can they provide cutlery and crockery, a mug library (reusable coffee cups for loan), water refilling stations? Do they have a disposal plan for food scraps other than landfill? Do they have a plan to use or donate edible leftover food? See Appendix 1 for Christchurch catering options.

**Waste Streams** – Review waste streams available and identify where you can make the greatest impact through reducing waste at the source, rather than at disposal. It is best to provide clearly labeled bins and if possible three streams: Organics, Recycling and Landfill. If you are likely to have drinking vessels, provide a bucket for attendees to tip excess liquids in before putting their container in the appropriate bin.

While you can get attendees to put waste into one bin then sort it afterwards, this doesn't allow them to take individual responsibility for their waste and it increases the workload for you and your team. Make sure your volunteers/staff understand what can go in each bin so they can answer questions from attendees. If necessary, you could place a knowledgeable volunteer at the bins to guide people and stimulate conversations around waste.

If your event is small, such as a meeting or workshop, consider not having bins visible to the attendees - they may be more likely to consider their waste and take it home with them if there is nowhere to easily dispose of it. You may choose to advertise this with your attendees so that they know it is intentional.

See Appendix 1 for companies that provide waste sorting and check out [Para Kore](#) for zero waste event signage available for use.





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**Measuring Waste** – Decide if you will track waste and if so, develop a method to measure it. Measuring waste generated at an event can help provide a baseline for future improvements, communicates the success of the event’s waste reduction with your attendees and adds data to your impact reporting.

Things to consider if you intend to measure your waste:

- Will you measure it by weight or volume?
- Will you track it throughout the event or at the end?
- Will you have a dedicated staff person or volunteer to oversee the processes?
- How will you report on waste measured? Will it be broken down into recycling, organics and landfill, or just waste diverted from landfill as a total?

For more information and guidance on measuring waste at your event, check out this [guide/template](#) and see Appendix 1 for companies that can help with this.

**Educating volunteers/staff** – It is crucial that the people helping you run the event understand why it is important to keep the waste to a minimum. By giving instructions without the ‘why’, they may leave thinking it is just a rule of the event. If you explain why waste reduction is important, your staff and volunteers are more likely to adopt similar reduction efforts in their own lives as a result of your event. See Appendix 3 for example statements.

**Communicating with attendees** – While it is a great idea to run a sustainable event, if you don’t communicate why you are doing it then you will miss the opportunity to educate others on the importance of reducing waste. Attendees may not have thought about the effect of their individual actions so you can use your event as a vehicle for educating them without being confronting. There are numerous ways to communicate your values and reasoning to attendees including in promotional material and invites, in the programme and around the event itself. Rather than just having water refilling stations, explain that the reason is to reduce single use plastic water bottles and cups. Simple and clear signage may be all it takes to give the reason behind each decision. You may find that this stimulates further conversations among attendees and may create a shared sense of ownership and responsibility. See Appendix 3 for example statements.

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It is much more empowering to celebrate people doing well rather than shaming people for doing less. At the end of the event or in the summary afterwards be sure to share the success of how much waste was diverted from landfill or how little was produced. This will allow attendees to be more aware of the impacts that events can have and may start them thinking about sustainability at other events they attend or host.

**Communicating with vendors** – Make sure you clearly communicate your expectations for the event to vendors. If you have stalls or food vendors you will have to give them enough notice to source and organise alternatives for problem items (i.e. takeaway food packaging, wrapped products etc.)

Make sure you clearly outline how to use the composting system and why food waste is composted. Rather than setting out ‘rules’ for the event, explain the reasons to ensure that vendors understand the importance of waste reduction. This may lead to further reaching sustainable changes after your event.

## **Promotion**

Promotional material has traditionally been quite wasteful – with products like fliers and branded gear. Below is a list of ways that you can promote your event to the same level but in a way that reduces waste and shows the public that your organisation has an environmental conscience.

- If you are going to promote tickets online, consider listing your event on [Humanitix](#). They donate their booking fees to charities throughout New Zealand and Australia. They also have great customer support and are easy to use.
- Advertise your event as reduced/zero waste to the public. Invite attendees to bring their own keep cup, drink bottle, reusable bag and anything else they may need. If feasible, encourage attendees to bike, walk or take public transport to the event. See Appendix 3 for example statement.
- Don't brand signage, gifts or lanyards in a way that may make them less useful in the future. For example, don't put a date on signage, so it can be used again the following year. Use plain lanyards so that they can be used at other events (see Appendix 1 for details).



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If you need to acknowledge sponsors, discuss with them the opportunities for doing this without printed materials – e.g. mentioning them more often throughout the event; having their logos in all the emails sent out to attendees and providing space for displays at the event if appropriate.

**Gift bags** - Attendee goodie bags often comprise products that people already have or do not need. Even though it is a sustainable event, avoid giving guests reusable cups, drink bottles or reusable shopping bags as most people have at least one of each. Do you need to provide gifts at all? Could gifts just be given to speakers and volunteers? Or could you plant a tree in their name?

If gifts are to be given, allow attendees to choose from some different options – so they can take what they will use. You may be able to organise with suppliers/sponsors to return unused products. Consider sustainable consumables such as compostable items, food or drink, or unbranded gifts to provide attendees with a memento, for example a plant pot or ornament. See Appendix 1 for some local gift ideas.



**Consumables** – vivids, paper, post it notes.

Are you wanting to brainstorm and mind map ideas with Post-It notes and pens? Here are a few easy alternatives to make that more sustainable.

- Vivids: if you need to buy pens, check out [My Mojo](#) for recycled plastic markers and [Aus Pens](#) for refillable markers.
- Post-It notes are not recyclable in Christchurch (they are too small) but they can be put in a home compost bin.

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- Instead of paper, switch to white boards to save on single use items. You could either use a large white board or provide A3 size boards for each table/group. You could even use laminated pieces of paper that can be wiped clean afterwards and reused.

**Lanyards** – If you are getting name tags printed, ask your printer if they can print on recycled card, or recyclable card. ‘Recycled’ means it is made from recycled paper and ‘Recyclable’ means that it is made from virgin materials but can be recycled. Be aware that anything smaller than A6 is not recyclable in Christchurch but may be home compostable (ask your printer for information regarding this). Card that has had heat transfer printing is not able to be recycled or composted.

Borrow unbranded lanyards (see Appendix 1 for details) or ask attendees to bring a lanyard from home.

Avoid sticker nametags as they are not recyclable and come with associated waste (boxes, backing paper etc). See Appendix 1 for details on reusable nametags.

Provide a collection box or station volunteers at the doors at the end of the event to collect lanyards and reusable nametags for reuse, and nametags for composting.

## On the day

- Set up waste stations and signage.
- Acknowledge your zero waste plans in the introduction to attendees – explain why you are doing it, where the refilling stations are, where to put food scraps, if there is a discount on coffee for using your own cup etc.
- Take photos and notes throughout the event. This is important for reporting on waste reduction or improving your systems for the next event. If you are measuring waste, photos are an incredibly useful tool to accompany data. They will also help jog your memory of any interesting or problem items for the report.
- If needed, at the end of the event collect the lanyards for reuse and/or name tags for composting.

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# Reviewing and Reporting

After your event has taken place, there are still a few things you can do to ensure your sustainable efforts have the biggest impact.

## Debrief

It is incredibly useful to debrief with your team after an event to discuss the successes and challenges of the event overall – you can easily add sustainability to your list of things to discuss. Did the waste systems run as smoothly as you had hoped? If not, what could you do better next time? Were the waste management systems suitable for the scale of your event? Were there any items of rubbish that you hadn't anticipated? Did you measure waste? If so, discuss the results from that exercise – what was the most common waste item? What were the problem areas? Was there any waste that you could reduce at the source next time?

## Gather feedback

Compile feedback from your staff/volunteers as well as attendees. Were there commonly asked questions from the attendees? Could the answers be included in signage next time? Were there questions your team couldn't answer? If so, you may want to follow up with the Council or waste company so that you know for next time. For attendees, you could ask if they noticed the waste reduction attempts of your event; if the information provided at the event was clear enough; if the event guidelines made them consider their own waste or change their behaviour after the event. (See Appendix 3 for example survey questions).

## Report

After you have debriefed and gathered feedback on the environmental efforts of your event you can then communicate the success (and challenges) with your attendees. This is important to engage them in the waste reduction process and to reinforce the importance of environmental sustainability to your organisation.

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Include a summary of the event's waste minimisation in the report to sponsors and share it on social media. The extent of your reporting might be as simple as posting a short summary with accompanying photos of the bins or rubbish at the end of the event.

You may want to pass any relevant information on to the caterer and venue.

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# Appendix 1: Christchurch Ōtautahi Resources

## Zero waste catering options

### [Bohemian Bakery](#)

Sweet and savoury options available plastic-free on request. Contact at least 3 days prior to your event.

[info@bohemianbakery.co.nz](mailto:info@bohemianbakery.co.nz)

43 Nayland Street, Sumner. Phone 03 326 33 57

255 St Asaph street. Phone 03 365 0456

### [Donut Dispensary](#)

Sweet treats packaged in cardboard. Place order at least 3 days before your event.

[thedonutdispensary@gmail.com](mailto:thedonutdispensary@gmail.com)

Phone 021 445 193

Riverside Market

96 Oxford Terrace

### [Grater Goods](#)

Gourmet artisanal vegan meats and cheeses. Plastic-free on request.

[flip@gratergoods.co.nz](mailto:flip@gratergoods.co.nz)

021 583 547

105 Orbell St, Sydenham

### [Native Café](#)

Locally sourced produce and locally roasted coffee. Plastic-free on request.

383 Colombo St, Sydenham

Christchurch, New Zealand 8324

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## Drinks

- Wine:
  - [27 Seconds](#), Canterbury. Donate 100% of profits to ending modern day slavery.
  - [Pernod Ricard](#), Canterbury. No chemical pest sprays, replant native flora around the estate and their campaign 'Falcons for Grapes' promotes using native birds as natural pest deterrents.
  - [Yealands](#), Marlborough. Carbon neutral winery that uses grazing sheep instead of tractors to manage grass and weeds, developed wetlands around their estate, use solar and wind power and collect storm water for irrigation.
  - [Ata Rangi](#), Martinborough. No chemical insecticides, have a mixed native and wildflower belt to provide habitat for insects and microorganisms. Native forest planting offsets the winery's carbon use.
- Beer:
  - [Sawmill Brewery](#), Matakana. Recently won the New Zealand Brewers Guild Sustainability award and are a Certified B-corp
  - [Altitude Brewing](#) in Queenstown donate a percentage of their top line revenue to environmental conservation efforts
  - [Eagle Brewery](#) in Kaiapoi joins up with the [Moon Under Water bar](#) each month for a "Karma Keg" event where proceeds are donated to a rotating charity each month
  - [The Fermentist's Kiwi Pale Ale](#) is New Zealand's first Zero Carbon Beer. It is made with Motueka Hops and Canterbury malt.
  - For further recommendations, contact [The Beer Library](#)
- Nonalcoholic:
  - [Pete's Natural](#) – Drinks made from NZ grown, spray free fruit. Packaged in recycled glass bottles
  - [Karma Cola Co.](#) – glass bottles, fair trade and organic ingredients
  - [Good Buzz](#) – organic kombucha in glass bottles

Note that glass bottles and aluminium cans are infinitely recyclable so are a better choice than single use plastic bottles – even if these are recyclable. Plastic is 'down



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cycled’ which means it deteriorates in the process. Products made from recycled plastic will often not be collected by recycling facilities.

## Leftover Edible Food

### [Christchurch City Mission Food Bank](#)

Accept food during business hours. Require the food to be fresh and within the expiry dates. Please drop the food to Reception at 276 Hereford Street.

Contact Nicola or Ben at [foodbank@citymission.org.nz](mailto:foodbank@citymission.org.nz) or 03 3650635 for other enquiries.

### [Kairos Free Store](#)

Accept edible food donations on Monday, Wednesday and Friday anytime between 4.30-5.30pm or by arrangement.

311 St Asaph Street

Central Christchurch, 8011

### Community Pantries

Leftover food can be dropped off to any of the community pantries around the city.

Please be mindful of how perishable it is. Most pantries have an associated Facebook page so is worth posting a picture to let the neighbourhood know. [Map of Christchurch Food Pantries](#)

## Food Scraps

- Organics bin (Curbside – see Appendix 2 for details of what can go in this)
- Contact your local community garden about taking food waste. See [Christchurch Community Gardens Association](#) for a full list. Each garden has different capabilities and not all take food waste, so get in touch with those closest to you to see if they can help you.
- Ask volunteers/staff to take home scraps for chooks or pigs.
- If you are running an event large enough to require commercial bins, contact the Christchurch City Council to be being a part of their [Compostable Food](#)

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[Packaging at Events Trial](#) (Contact Steph Lovelock,  
[Stephanie.Lovelock@ccc.govt.nz](mailto:Stephanie.Lovelock@ccc.govt.nz), 03 941 8117 / 027 252 9384)

## Event Waste Management

Below are two Christchurch businesses that provide services to sort, measure and dispose of waste at events. Please note that if you want your event to be a part of the CCC Compostable Food Packaging at Events Trial you must contract one of the following waste sorting providers to ensure all waste streams are properly sorted and clean.

### [Total Waste Solutions](#)

Kat Ralph-Triebels  
Sustainability and Events Manager  
[kat@totalwastesolutions.co.nz](mailto:kat@totalwastesolutions.co.nz)  
027 232 3116 / 03 385 6972

### [Our Daily Waste](#)

Sharon McIver  
[sharon@ourdailywaste.co.nz](mailto:sharon@ourdailywaste.co.nz)  
021 251 6123

## Gifts

Sustainable consumable suggestions for attendee gift bags.

- [Trade Aid Chocolate](#) (in fair trade and in home-compostable packaging)
- Soaps or shampoo bars ([Panna Soaps](#) are vegan and made in Christchurch)
- Bamboo toothbrush
- Wine ([27 Seconds](#) supports anti modern slavery)
- [Kōkako Coffee](#) (Fairtrade, organic, climate neutral and in home-compostable packaging)
- [Proper Crisps](#) (in home-compostable packaging)
- Jam, relish or honey
- Gift vouchers
- Fruit baskets
- Plastic-free floral bouquets, with locally grown flowers. See note below for details.
- Toilet paper ([Smartass](#) or [Greencane](#))

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- Natural deodorant bars ([The Mighty Bar](#))
  - Plant a tree ([Trees for Canterbury](#))

If you are interested in providing reusable items for guests, speakers or volunteers, we recommend [The Rubbish Whisperer](#), [Earthlove](#) and [Bento Ninja](#). These are all local social enterprises that sell high quality, environmentally friendly, reusable products.

## Flower Arrangements and Bouquets

### [Mrs Bottomley's Flowers](#)

Offer a range of floral arrangements; from bouquets to event displays. Mrs Bottomley's only uses NZ grown flowers & foliage (predominantly grown in the Canterbury region) and sources directly from growers. All gift wrapping used is biodegradable & compostable and plastic-free arrangements are available. They upcycle plastic from flower sleeves for wet wrapping when necessary.

[workshop@mrsbottomleysflowers.nz](mailto:workshop@mrsbottomleysflowers.nz)

03 384 3638

The Tannery, 3 Garlands Road, Woolston

### [Flowerhead](#)

Wedding and event florist that can provide displays. Flowerhead uses locally grown, seasonal flowers and spray-free where available. They forage for greenery and wildflowers and grow some special varieties in their spray-free garden. All green waste is composted, and they reuse containers and vases to minimise waste. For one-off bouquets please contact Mrs Bottomley's Flowers (above).

[info@flowerhead.co.nz](mailto:info@flowerhead.co.nz)

022 13 33 265

63 St Andrews Square, Christchurch

### [Aromaunga Baxters Flowers](#)

Bouquets wrapped in brown paper and tied with natural string. Plastic is used on the cut flowers, but they are trying to source alternatives. You can request plastic-free.

[aroflowers@gmail.com](mailto:aroflowers@gmail.com)

03 384 8296

116 Bridle Path Road, Heathcote Valley 8022

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## Borrow unbranded lanyards and reusable name tags

[Remix Plastic](#) has unbranded lanyards and reusable name tags available for loan for a Koha donation. The [name tags](#) work by attendees writing their name on them with a whiteboard marker. This can then be wiped off at the end of the event.

Contact Anthea Madill

[anthea@clevergreen.co.nz](mailto:anthea@clevergreen.co.nz)

0221060155



## Mug Library

[Our Daily Waste](#)

Sharon McIver

[sharon@ourdailywaste.co.nz](mailto:sharon@ourdailywaste.co.nz)

021 251 6123

Alternatively, purchase cups from [Eco Shop](#) (191 Blenheim Road) or your local secondhand shop and donate them back afterwards.

## Reusable Cups

[Globelet Cup lending system](#) – reusable cups available for events. These can be washed by your team on site or you can organise a system with Globelet.

[sales@globelet.com](mailto:sales@globelet.com)

Alternatively, purchase cups from [Eco Shop](#) (191 Blenheim Road) or your local secondhand shop and donate them back afterwards.

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## Venues with sustainable values

### [XCHC Christchurch](#)

376 Wilsons Road, Christchurch

Venue that supports local artists and social enterprises.

Preston Hegel, Operations Manager

[preston@xchc.co.nz](mailto:preston@xchc.co.nz)

027 828 3757

### [The Fermentist](#)

380 Colombo St, Sydenham, Christchurch

Bar/restaurant that embraces sustainability. Beer is brewed with local ingredients where possible, the taproom menu uses responsibly and locally sourced ingredients.

[hello@thefermentist.co.nz](mailto:hello@thefermentist.co.nz)

03 363 8413

### [Tūranga Library](#)

60 Cathedral Square, Christchurch

Fran Page, Tūranga Bookings Coordinator

[Fran.Page@ccc.govt.nz](mailto:Fran.Page@ccc.govt.nz)

03 941 7805 / 027 226 0756

### [Eco Villa](#)

251 Hereford St, Christchurch Central, 8011, New Zealand

Environmentally friendly accommodation in central Christchurch.

Nisha Duncan, Managing Director

[nisha@ecovilla.co.nz](mailto:nisha@ecovilla.co.nz)

03 595 1364

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## Appendix 2:

# Christchurch City Council waste streams

The below information refers to the [Christchurch City Council's curbside bins](#). Please note that if you have commercial waste collection at your event's venue or facility, the information may differ. Contact the waste company for full details.

If you are running an event large enough to require commercial bins, contact the Christchurch City Council to be included in their [Compostable Food Packaging at Events Trial](#). They can provide you with training and instructions on what needs to happen to make sure your event is able to participate (see details in Appendix 1).

### Recycling

CCC collected recycling is sorted at Eco Sort, an automated facility designed to sort and bail household waste such as paper, cardboard, metal tins, glass bottles, plastic bottles and containers.

- All recycling must be clean to reduce contamination.
- No lids – they are too small to go through the sorting process.
- Any containers smaller than a single serve yogurt pottle are not accepted as they cannot go through the sorting process.
- No soft plastics – these are not recycled in the curbside bins in Christchurch. They must go in the red bin.
- Pieces of paper must be A5 or larger to be recycled – Post-it notes or similar must go in home-compost or landfill bins.
- You CAN recycle glossy paper in Christchurch, such as magazines and fliers.
- You CANNOT recycle the backing of stickers (ie. name labels. See Appendix 1 for alternatives).



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## Organics

This is for garden and food waste. The contents of the organics bins are turned into compost at [Living Earth](#).

- DO NOT put any food packaging with 'Compostable' printed on it in the green bin, this is not currently accepted by the council.
- Both cooked and uncooked food can go in the organics bin.
- Un-coloured serviettes (white or brown but not dyed) can go in the green bin.
- Brown paper and pizza boxes are accepted.
- Do not put ash or sawdust in the green bin.
- Flax and cabbage tree leaves cannot go in the green bin as they do not break down in the 12-week composting process of the facility.

## Landfill

If you are not sure about an item, put it in the red bin.

- All disposable coffee cups must go to landfill in Christchurch.
- All soft plastics – these are not recycled currently in Christchurch.
- Sticker backing paper must go in the red bin.
- Plastic trays from biscuits and cracker packets, sandwich triangles and berry punnets must go in the red bin. These often confuse people as are not obviously 'soft plastic' but fall within the same group. Only 'hard' plastics are currently recycled in Christchurch (ie. Coke bottles and ice-cream containers).

Visit the [Christchurch City Council website](#) for more information on curbside waste systems and [check out their app](#).

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## Appendix 3: Example Statements

### **Example announcement:**

“We are excited to announce that [Event] is a zero waste event! We are striving for minimum waste to landfill. To reach this goal we will be reusing, recycling, and composting materials and food waste. We ask that you use the bins at waste stations, designated as “Compost, Recycling and Landfill,” so we can measure the amount of waste diverted from the landfill. We will have volunteers at waste stations to assist you with putting the right items in the right bins. Thanks for helping us to reach our zero waste goal!”

### **Example statement for programme:**

It is our aim to recycle and reuse as much as possible to minimise our impact on the environment. Please support our sustainable goals by bringing your own reusable water bottle and coffee cup. We will be providing bins with clear signage; please take time to put any waste in the correct bin and feel free to ask any of our volunteers if you have questions.

### **Example statement for staff:**

We aim to minimise this event’s impact on the environment by embedding sustainability in all aspects that we can. It is important to us that our staff and volunteers support this by understanding what our initiative involves, going out of their way to help attendees where possible and being prepared to engage with attendees in conversations around waste minimisation. We will support you by providing a full overview of the event’s sustainable actions and waste reduction initiatives.

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### Example feedback survey questions:

Did you notice the sustainability initiatives at the event?

Is it important to you to see environmental sustainability initiatives at events that you attend?

Are you likely to change your habits at other events after interacting with the sustainability at our event?

# Appendix 4: 'Things to Consider' Checklist

<b>Planning</b>	
Assign roles for waste reduction coordinators and volunteers	
<b>Operations and Logistics</b>	
<b>Venue</b>	
What waste streams can the venue cater to?	
Do they provide bins for each waste stream?	
Do they have a dishwasher and/or sterilizer for reusables?	
Do they have enough kitchen space for serving and washing?	
<b>Transport</b>	
Can attendees walk?	
Is the venue on a bus route?	
Is there cycle and micro mobility access?	
Is there secure parking for cars/bikes/scooters?	
Could attendees rideshare? (would we facilitate this?)	
Do we need to provide shuttles?	
How will transport information be communicated with attendees?	
<b>Catering</b>	
Can the catering company provide cutlery and crockery?	
Can the provide a mug library?	
Can they provide water refilling stations?	

Do they have a disposal plan for food scraps (other than landfill)?	
Do they have a plan for leftover food to be used or donated?	
<b>Waste Streams</b>	
What waste streams do we want to provide?	
Are there areas that we could focus on reducing waste at the source?	
Do we have clear signage for bins?	
Should we station volunteers at waste stations to assist attendees?	
Would we consider not having bins at all?	
<b>Measuring waste</b>	
Are we going to measure waste from the event?	
Will we measure it in weight or volume?	
Will we track it throughout the event or at the end?	
Will we have a dedicated staff person or volunteer to oversee the processes?	
How will we report on waste measured? Will it be broken into recycling, organics and landfill or just total waste diverted from landfill?	
How will we communicate our waste reduction efforts with attendees?	
Do we need someone assigned to take photos of bins, waste or signage for our reporting?	
<b>Educating volunteers/staff</b>	
Have we covered relevant environmental info in the staff/volunteer briefings?	
Do we need to include any details in the Health and Safety paperwork for staff/volunteers around waste (ie. Handling waste etc)?	
<b>Communicating with Attendees</b>	

How will we communicate our sustainability efforts with our attendees?	
What signage might we need to help communicate our waste minimisations?	
<b>Communicating with Vendors</b>	
How early can we inform vendors about the sustainable options for the event?	
Are we able to provide a comprehensive list of sustainable alternatives that they can use?	
<b>Promotion</b>	
Will we list the event on Humanitix?	
How will we promote sponsors?	
How will we promote the event's sustainability initiatives?	
<b>Gift Bags</b>	
Will we provide gifts for all attendees, speakers and volunteers/staff?	
Will we give reusable products or consumables?	
Will we offer guests options so they can take what they will use?	
Can we get suppliers/sponsors to take back any unused gift products?	
<b>Consumables</b>	
Do we need to explore sustainable options for brainstorming?	
Do we need to buy supplies, could we source some from somewhere?	
Do we need to buy or make whiteboard equivalents (eg. laminated sheets)?	
<b>Lanyards and name tags</b>	
Will we have lanyards and/or nametags?	



Do we need to organise borrowing unbranded lanyards?	
Do we need to organise borrowing reusable nametags?	
Can our printer company print on recyclable card?	
Can they provide information on if the card is home compostable (inks etc.)?	
Do we need to organise a lanyard collection point for the end of the event?	
<b>Reviewing and Reporting</b>	
<b>Debrief</b>	
Debrief the staff and volunteers – what format will this take? When will we do it?	
Did the waste systems run as smoothly as we had hoped? If not, what could we do better next time?	
Were the waste management systems suitable for the scale of the event?	
Were there any items of rubbish that we hadn't anticipated?	
(If you measured waste) What was the most common waste item?	
What were the problem areas?	
Was there any waste that you could reduce at the source next time?	
<b>Gather feedback</b>	
Were there commonly asked questions from the attendees?	
Could the answers be included in signage next time?	
Were there questions the team couldn't answer?	
Will we send out a survey for attendees?	
<b>Report</b>	
Have we celebrated the successes as well as outlined the challenges?	
Will we send the report to sponsors?	
Is there anything in the report that may be useful for the catering company, venue or other suppliers?	

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## Case Study:

# Future of Learning Conference

The Future of Learning conference has been hosted by [Recalibrate](#) and [Think Beyond](#) since 2018. Its founders, Cheryl Doig and Hamish Duff, are keen to support sustainable practices and the work of the UN [Sustainable Development Goals \(SDGs\)](#).

Each year the organising team has explored new ways to create a sustainable event. The following notes highlight successes and challenges from the latest conference. These will help guide future events and form the basis of this Sustainable Event Guide.

### Successes

- Reusable plates, cups and cutlery used
- Water refill stations provided
- Encouraged attendees to bring water bottles and coffee cups
- Posters designed and printed to be reused
- Shared resources with other organisations. For example, unbranded lanyards and name badge holders were borrowed from [BOMA](#)
- A dedicated sustainability team organiser was appointed
- Offered 'digital goodie bags' to attendees – an online collection of relevant documents that saved on printing. This also provided a platform for attendees to contribute to notes from the event.
- Presenter gift packs were local, sustainable products. These included:
  - o Handmade vegan soaps 3 pack from [Panna Soaps](#)
  - o Bamboo toothbrushes from [The Rubbish Whisperer](#)
  - o Reusable sandwich wraps from [The Rubbish Whisperer](#)
  - o Reusable collapsible cups from [The Rubbish Whisperer](#)
  - o [Jo Lupin recycled plastic felt grow bag](#)

## Challenges

- Coffee cart with takeaway cups
- Attendees couldn't take food and drinks into auditorium
- Attendee name tags on unrecyclable card

## Next Steps/Opportunities

- Develop a template for reporting back on sustainable use for post-conference
- More information about sustainability added to website
- Complete the Sustainable Event Guide and distribute through Learning City Christchurch, Ako Ōtautahi.

