

Key facts

Green check-list ☒



Tourism Australia's Green Check-list for Business Events

Tourism Australia has produced the following check-list to assist business events operators to plan and deliver cleaner and greener events.

It is based on the following core principles: reduce waste, reuse and recycle – then offset the carbon emissions.

Planning and policies

- ☐ Prepare a written environmental policy for your event which can be shared with suppliers, delegates and speakers
- ☐ Estimate the total carbon footprint and plan to offset the carbon emissions produced at the event. Detail this in your costing so it is clear to the client
- ☐ Look at past event energy use and wastage and find ways of reducing this. Track your results after the event
- ☐ Plan your event precisely (looking at numbers, duration, size of venue and number of rooms required) then select the right venue to fit, so you use minimum energy and resources
- ☐ Ensure your tender clearly states your commitment to the environment and request all respondents to outline their policies
- ☐ Establish a policy that encourages all suppliers to submit proposals and quotes electronically
- ☐ In all communications with exhibitors and contractors request that waste and packaging be reduced

Travel selection

- ☐ Consider using airlines with offset programs
- ☐ Travel with companies that are implementing green policies
- ☐ Fly visitors by the shortest route possible, not just the most affordable
- ☐ Choose a venue that is easily accessible by public transport or by foot
- ☐ Accurately monitor the number of delegates needing transport at each stage of the event and match this to the transport vehicle size
- ☐ Offer day or weekly traveller tickets to promote public transport use

- ☐ Use delegate shuttles and where possible use hybrid vehicles

- ☐ Consider bike use by providing bike racks and a bike concierge

- ☐ Reduce site inspections and use local scouts to gather information

- ☐ Offset carbon emissions for transport

Venue selection

- ☐ Give preference to venues with a sound environmental policy
- ☐ Work with the venue to ensure lights and air conditioning are switched off when not in use
- ☐ Consider venues that use 100 percent accredited GreenPower and that can be accessed by public transport

- ☐ Choose venues that have environmental accreditation eg. Green Star ratings or Green Globe accreditation
- ☐ Consider venues that use as much natural light and natural ventilation as possible
- ☐ Find out if the venue is taking steps to improve or establish its accreditation
- ☐ Ensure the venue has good waste reduction procedures and uses biodegradable supplies
- ☐ Ensure the venue supplies separate bins for delegates to be active recyclers

Accommodation

- ☐ Use or recommend hotels within walking distance of the venue and with proactive waste, water and energy management practices

Power and water supply

- ☐ Ensure toilet suppliers are using grey water and correctly dispose of black water
- ☐ Ensure all equipment, in particular in exhibitions, is turned off at night
- ☐ Consider limiting air conditioning at venues during the set-up and pack-down phase
- ☐ Investigate alternatives to air conditioning during the event
- ☐ Hold the event during the day to utilise natural light and reduce power consumption
- ☐ Ensure suppliers use modern, energy efficient technology

Green check-list (continued)

Food and beverages

- ☐ Ask to see the green policy of the hotel or caterer
- ☐ Aim to reduce food miles by using local rather than imported food and beverage supplies
- ☐ Plan menus using in-season, fresh, local, organic food
- ☐ Request fair trade food suppliers
- ☐ Include a larger number of vegetarian options and advise delegates of these options
- ☐ Select fish from sustainable fish supplies
- ☐ Avoid unnecessary packaging and plastic bags
- ☐ Ask caterers to provide reusable table cloths, crockery and cutlery
- ☐ Where appropriate limit use of imported and bottled water
- ☐ Use water glasses plus jugs with tap water
- ☐ Where possible use bulk dispensers for sugar, salt, condiments and sauces. Avoid individually wrapped sweets
- ☐ Ask delegates to sign up for the meals in advance to avoid food wastage
- ☐ Allow attendees to pre-select a meal size, offering smaller meals options

Printed material and information

- ☐ Use new media and electronic technology to reduce paper use
- ☐ Collect and reuse name badges

- ☐ Offer electronic registration and market electronically via website and email
- ☐ Use recycled paper (post consumer waste) and print on both sides using vegetable inks
- ☐ Offer all relevant information, presentations, papers and web links via electronic media
- ☐ Consider requesting delegates bring their own pens and note pads
- ☐ Consider using SMS to give seating and registration details

Waste reduction and recycling

- ☐ Reduce waste by keeping track of attendance and tailoring supplies and food according to final numbers
- ☐ Make informed purchasing decisions and support use of recycled and biodegradable materials
- ☐ Encourage delegates to separate waste
- ☐ Reduce use of gift bags or satchels
- ☐ Ensure excess food is donated to charity or composted
- ☐ Ensure non-toxic cleaning materials are used at the venue
- ☐ Create incentives for suppliers to return excess or unused products
- ☐ Educate delegates about how they can assist to reduce waste

Activities

- ☐ Plan to include sessions on relevant environmental issues
- ☐ Offer off-site activities that are nature-based with minimal environmental impact
- ☐ Suggest a community activity for delegates which helps restore the environment
- ☐ Give an eco-friendly award to the greenest exhibitor

Sources

This checklist was collated from the following sources:

BlueGreen Meetings website, has a wide range of tips on reducing the environmental impact of business events: www.BlueGreenMeetings.org

Green Event Ideas, Ecowise November 2007. Ecowise is a publication produced by the Sydney Convention and Exhibition Centre's environmental program. The centre is Green Globe benchmarked.

Start a Green Event Policy: The checklist to running an environmentally sustainable event on a sustainable budget from a presentation @RSVP, Sydney, July 2007, by Clare Donovan of the Australian Conservation Foundation; Jeremy Garling of Great Southern E-vents and Larissa Moore of the NSW Department of Environment and Climate Change.

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