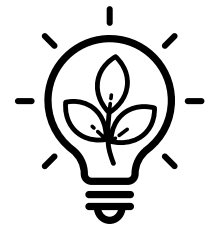
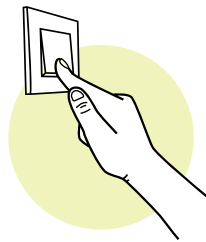
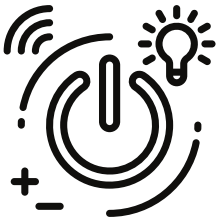


# Sustainable Event Planning Guide

Take these easy steps to plan a sustainable event!

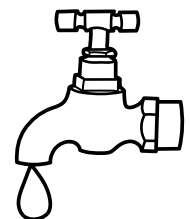
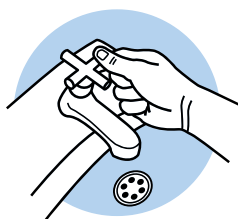
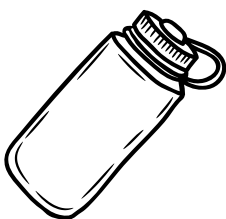
## Energy

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Choose a suitable location for activities which will minimise energy use (consider size of rooms to reduce electricity costs from heating and cooling). |
| <input type="checkbox"/> | Consider running events during the day and utilising natural lighting to reduce energy use.   |
| <input type="checkbox"/> | Select low-energy use equipment when available (eg LED lighting).   |
| <input type="checkbox"/> | Turn off all unused power such as lighting and power outlets.   |



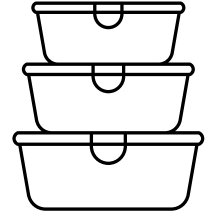
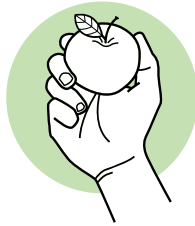
## Water

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Ensure that drinking water is available to refill reusable bottles.   |
| <input type="checkbox"/> | Have drinking fountains or potable taps marked clearly for attendees. |
| <input type="checkbox"/> | Encourage the use of BYO bottles.                                     |



## Food

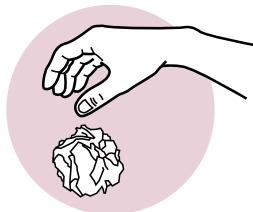
- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Encourage attendees to bring containers to store food and leftovers in.                                 |
| <input type="checkbox"/> | Cater to numbers of your event by utilising RSVPs so there is less chance of food wastage.              |
| <input type="checkbox"/> | When possible, use foods which have a lower ecological impact (eg. plant based foods, locally sourced). |



## Waste

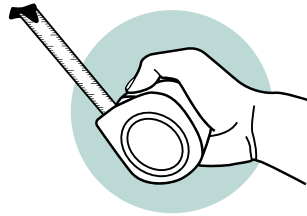
*Single-use and Other Plastic Products (Waste Avoidance) Act 2020* prohibits the sale, supply or distribution of plastic straws, cutlery, beverage stirrers, expanded polystyrene cups, bowls, plates, clamshell and oxo-degradable plastic products. Additional single-use items may be added to the legislation in the future. For the most up to date information, please visit [replacethewaste.sa.gov.au](https://replacethewaste.sa.gov.au).

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Use electronic invitations for your event through websites such as Facebook, Eventbrite or calendar invitations.  |
| <input type="checkbox"/> | Instead of printed tickets opt for digital tickets or the use of QR codes for ticket validation.  |
| <input type="checkbox"/> | Avoid single use plastics for decorations such as balloons or glitter. Opt for compostable options such as paper confetti and lanterns.   |
| <input type="checkbox"/> | Opt for decorations with neutral designs so that they can be reused (eg a plain happy birthday banner rather than one which is numbered, or a paper flower arch rather than signage). |



## Equipment

- When possible, borrow equipment rather than buying new, especially for items which will be used infrequently. The toy library and the library of things can be used, enquire with the library to discuss what items are available.
- If new equipment must be purchased, consider suppliers who are local and have carbon neutral certification of products and/or other certifications like Forest Stewardship Council (FSC), Fair Trade products, Rainforest Alliance certified or Australian Certified Organic.
- When purchasing equipment or other products for your event purchase with recycled materials when available.



## Travel

- Encourage the use of public transport, bike riding or walking to the event.
- When possible, organise carpooling to and from the event or a site nearby to reduce carbon emissions.

