| Waste minimisation checklist – IDEAS  |
| --- |
| **General** |
| Announce your event as zero/minimum waste to patrons and let them know how to avoid waste in the messaging.  |  |
| Make your event a no-smoking zone, or include a smoking area with signage and several bins for cigarette butts.  |  |
| Where possible, make verbal announcements rather than providing printed instructions, and use clear signage with images rather than words to ensure understanding by all patrons including children and non-native English speakers.  |  |
| Avoid 'throw away’ novelties or promotional items. If they are used, ensure they are useful, reusable and made from sustainable resources. Encourage patrons to only take what they want to keep. |  |
| Run a competition with a prize for the stallholder who has the best waste management system.  |  |
| In the pre-event ticketing and post-event survey, include an option for providing suggestions on waste minimisation, and make it a competition, with the best suggestion winning a prize, to encourage participation. |  |
| **Ticketing and Information** |  |
| Prioritise digital marketing, ticketing, and information displays, and provide handouts only on request. Use recycled stock for any printed or paper materials. |  |
| Provide digital programming through an app or web link. Electronic schedules also enable last-minute changes to be incorporated and information on artists or speakers to be provided. |  |
| Design lanyards, posters, signs, or promotional materials to be reusable by separating dates and other variable information from the main items. |  |
| If needed, source reusable lanyards and name tags and collect them at the end of the event. |  |
| **Reusables** |  |
| Install water coolers and drinking water taps throughout the premises to provide convenient access to refill water bottles, thereby promoting the reduction of plastic waste. Encourage stallholders to do the same.  |  |
| Encourage patrons, staff, and vendors to bring their own refillable water bottles.  |  |
| Provide or sell reusable bottles, cups or crockery for your attendees for use at the event. For example, include event-branded reusable items as part of the entrance fee to reduce the need for single-use items. |  |
| Set up a deposit on reusable containers scheme to increase the return rates of items and to ensure they stay in circulation. |  |
| Encourage patrons to bring their own shopping bags.  |  |
| Sell reusable, non-plastic bags for events where items are sold (markets, fairs, shows).  |  |
| **Food and Drinks** |
| Encourage stallholders to have sustainable packaging and avoid items such as plastic straws, single use sachets, stirrers etc.  |  |
| Serve food on compostable paper plates and with compostable bamboo cutlery. |  |
| Encourage bulk purchases of event ingredients to prevent excess wholesale packaging (e.g. kegs, reusable containers returned to suppliers etc). |  |
| Encourage portion control in menus to minimise food waste. |  |
| Provide the choice for patrons to dine in and use reusable crockery and cutlery. |  |
| Serve condiments in bulk, not individual packets, where possible and when it’s safe to do so.  |  |
| Arrange collection of left-over usable food for charities (e.g. Loaves and Fishes, Foodbank).  |  |
| If relevant, manage RSVP’s with meal choice and menu options to minimise food waste.  |  |
| **Site Set-up and Pack-down** |  |
| Preference sustainably procured products designed for ongoing durability, repair, reuse and recycling.  |  |
| Use reusable or recyclable signage, such as timber, rather than non-recyclable options such as single-use core flutes.  |  |
| Avoid balloons, and only use decorations that are reusable, compostable or recyclable (for example paper lanterns, bunting, kites, streamers).  |  |
| Choose reusable cable ties for temporary signage or cables.  |  |
| Support sharing of fixtures and equipment (including hiring or leasing).  |  |
| Replace decorative items such as glitter or plastic confetti with natural alternatives such as compostable glitter, petals, or leaves.  |  |